

Resurgence

REACH | REVIVE | RELEASE

January 28, 2025

Job Title: Administration & Events Coordinator (Paid Staff Position)

Hours: 0.25 Full-time Equivalent (FTE) (12 hours/week)

Reports to: Travis Holownia, Executive Director

Closing Date: March 1, 2025 or until position is filled

Tentative Start Date: March 15, 2025

About Resurgence Initiatives:

Founded in 2008, Resurgence Initiatives is a Christian community focused on inspiring the body of Christ to arise together to affect their spheres of influence for God. The desire/heartbeat comes from Ezekiel 37; to see a “rising again” of our nation and beyond. The interdenominational, intergenerational ministry and reach of Resurgence involves gatherings, events, retreats, conferences, itinerants, and missions, all led collaboratively by an Executive Director, staff members, a lead team, and a board of directors.

The mandate of Resurgence is rooted firmly in Jesus Christ and centered around reaching people in a way that is... releasing leaders who are... and reviving churches so they are...

- Whole - healed and transformed by God
- Relational - connected as family
- Fruitful - intentional about our everyday actions
- Spirit-led - empowered by Holy Spirit
- Kingdom-minded - united as an expression of God’s Kingdom

Building and stewarding this culture requires a myriad of tasks to be carried out behind the scenes not only effectively and efficiently, but with a heart in line with our values. You are an administrator of tasks who understands the ministry of each detail.

Reporting to the Executive Director, the Administration & Events Coordinator provides administrative support for Resurgence Initiatives. To ensure that the vision and mission of Resurgence Initiatives is implemented and carried out, you hold responsibility for performing various administrative tasks, as well as supporting event planning and execution. As the Administration & Events Coordinator, you provide comprehensive logistical oversight for Resurgence Initiatives, making use of your strong interpersonal and communication skills, your ease with technology, and your organizational capacity.

Position Responsibilities:

- Ensure the God-given vision of Resurgence is implemented in each season by developing priorities, managing timelines, and supporting ministry goals.
- Oversee ongoing initiatives, supporting the planning and execution of next steps through to completion.
- Provide administrative and organizational support to ensure smooth operations across all areas of the ministry.
- Coordinate and manage event logistics.

- Cultivate relationships within the Resurgence community by fostering connections with staff, volunteers, and partner churches and ministries.
- Assist with grant research, applications, and reporting requirements.
- Act as a key point of contact for inquiries, communications, and scheduling across the ministry.
- Perform additional tasks and responsibilities as required to support the vision and success of Resurgence.

Specific Contributions:

Administrative Tasks

- Coordinate meetings, appointments, podcast bookings, and itinerant ministries.
- Manage calendars, organize documents, and handle correspondence.
- Manage and respond to general inquiries via phone, mail, and social media.
- Ensure expense claims are entered, invoices are paid, and cheques are delivered (in coordination with Resurgence's bookkeeper).
- Handle merchandise, donations, and payments.
- Assist with partner management and retention.
- Support volunteer recruitment, training, and retention.
- Research grant foundations, prepare and submit grant applications, track deadlines, and manage reporting requirements to support funding opportunities.
- Complete paperwork for insurance, agreements, and other administrative needs.
- Write clear and engaging descriptions for events and initiatives to be used on the website, social media, and promotional materials.
- Create and send event updates and announcements by text and email.
- Create and send monthly email newsletters.
- Update website to reflect current information, events, initiatives, and announcements.
- Create and manage Facebook and LinkedIn events for Resurgence events.
- Coordinate with team members to finalize materials, proofread content, and ensure consistency.
- Attend regular online staff meetings and occasional in-person meetings, taking notes as needed.

Event Planning

- Coordinate logistics for events, including venue and vendor bookings.
- Assist in resource preparation, such as printed materials, event supplies, and decorations.
- Develop and execute an event marketing plan, including updates and announcements via text and email.
- Manage event registration, ticketing, and sales, and track participant data.
- Assist in developing and leading a team of volunteers and staff to ensure event success.
- Be onsite at events, retreats, and conferences (travel may be required when events occur outside of the Edmonton region).

Position Suitability:

Personal Strengths and Work Ethic

- Passion for supporting the big vision through coordination and administration.
- Flexibility to manage competing priorities and deadlines in dynamic environments.
- Strong organizational, communication, and problem-solving skills.
- Ability to work independently in a home office setting while meeting expectations and deadlines.

- Commitment to providing regular updates on projects, attending meetings, and maintaining communication about your schedule.

Technical Proficiency

- Proficiency in Microsoft Office, ChatGPT, Google, Zoom, Mailchimp, ClearStream, WordPress, Canva, and ClickUp.
- Willingness and ability to learn new software and systems as needed.
- Experience in digital marketing and developing effective communication strategies is an asset.

Team and Community Engagement

- Agreement with and commitment to living in alignment with the *Resurgence Leadership Agreement*.
- Ability to build and foster relationships and have effective communication with the Resurgence staff and lead team, volunteers, and community members.
- Supervise, empower, and encourage volunteers and assign duties as appropriate.

Qualifications

- Post-secondary diploma/degree in a relevant field or an equivalent combination of education and experience.

This is a 1-year temporary maternity leave position, with the potential for extension and expanded hours for the right candidate.

Application Process:

Inquiries and applications will be accepted confidentially. Interested applicants should submit a resume and cover letter via e-mail to apply@liveresurgence.com.