



Position: Program Events Coordinator
Hours: 30 – 40 hours per week
Reports to: Director or Programs
Start Date: January 2020

ABOUT ARROW LEADERSHIP

For almost thirty years, Arrow Leadership has been developing Jesus-centered leaders for greater Kingdom impact through transformational programs, personal mentoring, organizational consulting and exceptional resources. Jesus transforms leaders to Lead Different. That's the heart of Jesus-centered leadership.

- Being led more by Jesus – experiencing freedom, peace and security from a grounded identity and vibrant relationship with Jesus
- Leading more like Jesus – as a servant leader with deeper character, greater confidence and enhanced competence
- Leading more to Jesus — equipped and empowered to share God's love clearly, creatively and compassionately to grow God's Kingdom

ARROW LEADERSHIP PROGRAMS

Our programs engage with emerging and executive leaders from a broad spectrum of vocational ministry contexts, positioning them for God's sharpening and polishing to lead different as Jesus-centered leaders in their context. The Arrow Leadership Program is a world-class Christian leadership development program that includes on-site and online learning experiences, practical leadership training, 360-degree assessment feedback, a personalized leadership development plan, life-changing mentoring relationships, and more.

JOB SUMMARY

Professional and organized administration functions are key in delivering excellence with Arrow Leadership's programs. The Program Events Coordinator will perform a wide range of administrative duties to prepare for program events and work collaboratively with the programs team to ensure the exceptional and timely execution of Arrow Programs.

DISTINGUISHING CHARACTERISTICS

The Program Events Coordinator will demonstrate Arrow's values to be Kingdom first, purposefully relational, cultivating trust, wholehearted service, and being intentionally collaborative. The scope of Arrow Leadership Programs requires sensitivity to diverse cultures and relationships. Confidentiality is expected and confirmed through Arrow's Confidentiality Agreement by all Arrow staff. **The right candidate will contribute positively in a team environment, be willing to participate in Arrow's weekly Bible devotions and agree with Arrow's Statement of Faith.**

MAIN RESPONSIBILITIES

The Program Events Coordinator will work collaboratively with the director of programs and program administrator and be responsible to coordinate and track details with venues, vendors, transportation, shipping and on-site activities; creating an atmosphere of friendly and generous hospitality.

Bookings and Reservations

- Responsible for managing bookings, contracts, and payment requests for all vendors related to program delivery
- Responsible for managing bookings, contracts, and payment requests for all trainers, worship and devotional leaders related to program delivery



Preparation & Planning

- Planning with the director and administrator for successful strategy implementation and execution
- Database entry, filing, phone calls, emails
- Manage program purchases, gifts, materials, supplies and inventory
- Prepare and submit expenses, honorarium and payment requests
- Prepare, proof, print and assemble documents, materials and supplies
- Coordinate all administrative on-site details including shipping and tracking
- Travel details and transportation tracking
- Liaison with facilities and vendors to coordinate and plan program on-sites including accommodation, transportation services, activities and events

On-site Delivery

- Required to track with one to two classes per year for on-site program administration support (travel required for 4-6 weeks per year)
- Room set-up, AV, point person and logistics
- Announcements and information management
- Leader and team care, hospitality and practical support of all guests
- Support to the director of programs and/or team leader

Collaboration with Programs Team

- Attentive to priorities, workflow and follow up to ensure all commitments are met
- Proactive solutions and problem solving to provide resolutions
- Fostering a positive and collaborative work environment to support and help one another
- Willing to respond to administrative responsibilities that are not specific to this position description
- Responsible for the execution and completion of all program administrative responsibilities

Qualifications

1. Excellent interpersonal relational skills
2. Responsible and demonstrated collaboration in a team setting
3. Exceptional event planning skills
4. Self-starter and able to operate independently
5. Critical thinking skills; resourceful and proactive problem solver
6. Attention to details with proven planning, and administrative skills
7. Warm and professional communication skills
8. Demonstrated alignment with Arrow's values
9. Ability to travel

Measures of Success

1. Execution of on-sites with a 95% overall rating
2. Successful and exceptional delivery of all program commitments by required due dates
3. Effective management and maintenance of program systems and information databases
4. A positive feedback demonstrating the mission, vision and values of the organization
5. Timely response and support for the Director of Programs.

Please respond with letter of introduction and resume to Tarra Wellings at admin@arrowleadership.org. Posting will be open until November 30, 2019 or until the position is filled. Please note that only



candidates who are shortlisted will be contacted for an interview. All applicants must read and be in agreement with [Arrow's values and Statement of Faith](#).