



## Events and Development Assistant

### JOB DESCRIPTION

**Department:** Advancement

**Reports to:** Development Director

**FLSA Classification:** Non-Exempt

**Status:** Part-Time

**Preferred Hours:** 8am-12pm, Monday through Friday with expectation of increased hours around events

*\*Exact part time hours open to discussion*

### General Description

The Events and Development Assistant supports the Development Director in two areas: organize Choices events and development administration. This position requires excellent external relational skills and internal organizational skills. This position will build relationships with local venues and vendors, volunteers, and members of the community connected to Choices while ensuring each Choices event goes smoothly. This position supports the fundraising efforts of the Development Team by assisting with donor communication and record keeping.

### Supervision

The Events and Development Assistant will be under the supervision of the Development Director. There will be a yearly written and oral evaluation.

### Qualifications

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Lord and Savior and is accountable to a local Bible-believing church.
2. Exhibit strong commitment to the sanctity of all human life.
3. Be committed and live by Biblical sexual ethics. Specifically, abstinence outside of marriage and fidelity within marriage.
4. Agreement with Choices' Statement of Principle, Statement of Faith, Mission Statement and policies of the organization.
5. Be able to respect and keep information confidential.
6. Be dependable, punctual, and committed to the ministry of Choices.
7. Event planning and coordination experience preferred.
8. Excellent people skills required, and public speaking experience preferred.
9. Availability to work flexible hours including some evenings and weekends around Choices' events or events Choices is participating in.
10. Ability to communicate the vision and mission of Choices with clarity and represent Choices' values to the community.
11. Ability to write handwritten thank you notes with clear, neat handwriting.
12. Ability to work with a multi-generational staff and be a unified, committed team player.

## **Responsibilities**

### **Development Office Support**

1. Perform daily administrative and office support.
2. Assist Development Director in communication with community organizations, churches and donors.

### **Donor Relations Support**

1. With the Development Director, initiate weekly communication with donors via phone calls, email, texts, handwritten notes and meetings.
2. Maintain and update records for donor interactions, events and other notable details.

### **Events**

1. As specified by the Development Director, plan and facilitate logistics for Choices events including Fall Fundraising Banquet, Sanctity of Human Life Sunday observance, Community Baby Shower, Spring Family Event (ex: Walk for Life), and any other additional Choices' events throughout the year.
2. Recruit, schedule and oversee Event volunteers, including maintaining accurate records and thanking them.
3. Attend and coordinate at all Choices events, including set up and breakdown.
4. Plan and coordinate baby bottle campaigns throughout the year.
5. Provide support to Choices' staff and volunteers participating in other community and church events (ex. church missions conferences, youth leader conference, etc.)

### **General Staff Duties:**

***As requested by the Development Director and/or Executive Director,***

1. Attend staff meetings
2. Attend on-going training and conferences (may require travel)
3. Attend Choices events and other events the organization is participating in as needed
4. Participate in representation to churches and organizations
5. Take an active role in the organization's network strategy, including hosting a table at the annual Choices Fundraising Banquet
6. Commit to be an active learner, staying educated about life issues and as well as professional development

### **Employee Acknowledgement:**

I have read and understand the Job Description for the position I hold at Choices Pregnancy Resource Center. A copy of the Job Description has been given to me for my records. I acknowledge and agree that:

1. It is to inform and assist me in the performance of my duties.
2. It does not constitute an employment contract or agreement.
3. It does not confer any rights for any employee.
4. It is subject to change at any time without prior notice.
5. It is the property of Choices Pregnancy Resource Center.

I understand and agree that my employment with Choices Pregnancy Resource Center is "at will" and may be terminated at any time, with or without cause, for any reason, and with or without prior notice.

**Please send resumes to [jlandreth@choiceschattanooga.org](mailto:jlandreth@choiceschattanooga.org)**