



## **Organizational Support and Program Coordinator**

The Unity Foundation is a nonprofit, inter-denominational group of businessmen and women from Alexandria and the surrounding area. Our mission is to encourage and facilitate unity in Christ in the Alexandria area through workforce ministry.

**Position Summary** The Organizational Support and Program Coordinator works collaboratively with the Board to support the mission of the Unity Foundation and represent its values when interacting with members of the community. Additionally, this individual will be responsible for planning, organizing, managing and coordinating various types of events and programs. This position is a key link in supporting the efficient and smooth day-to-day operations of the organization.

### **Key Responsibilities**

1. Organizational Support
  - Provide support to the board, including scheduling meetings, emails, phone calls, and note-taking and distribution of board materials for both Executive Committee and Board meetings.
  - General administrative duties including drafting communications, managing mailings, customer service, preparing reports, ordering supplies and learning materials, and maintaining appropriate filing systems.
  - Bookkeeping including paying bills, preparing documentation to provide to accountant, maintaining appropriate records etc.
  - Communicate daily prayer requests and send monthly newsletter through Constant Contact.
  - Running errands. For example: purchase supplies, pick up event related marketing materials, get the mail, make deposits at the bank and drop files off with the accountant.
  - Assist with Board initiatives and strategic goals.
  - Attend other committee meetings as requested by committees.
  - Special projects and other tasks as assigned.
2. Event and program planning
  - Support the Events Committee by scheduling meetings, note-taking, managing the Events Calendar, identifying and booking speakers and planning the events.
  - Formulating an agenda for the event.
  - Assist in the creation of the print materials, marketing pieces and social media assets to promote the event.
  - Negotiate and secure venue, meal plan and/or caterer, appropriate accommodations (chairs, tables, stage and/or A/V as needed) and other vendors needed for the event

- Manage registration and online ticket sales.
- Prepare the speaker for the event by outlining the agenda of the event, identifying their A/V needs, and testing their presentation and/or videos.
- Examples of events include:
  - Board socials – 1 in winter for Annual Board Meeting, 1 in summer.
  - Faith @ Work lunches events – min 4 per year
  - Global Leadership Summit
  - Ernie Unruh Christian Service Award
  - Other large events

3. Contribute to the visibility of the organization through:

- Networking and connecting with the churches, faith-based nonprofits and businesses
- Expand Social media presence and podcasting
- Assist with Fundraising

### **Skills and Requirements**

- 2 years relevant work experience with preference given to those with nonprofit experience.
- 2 years of experience as event coordinator or similar role.
- Commitment to our mission and values as drivers of Servant Leadership, Integrity, Relationships, Passion, Growth, and Prayer.
- Excellent customer service skills.
- Good time-management and organizational skills.
- Outstanding verbal/written communication skills.
- Proficiency in Office Suite (Word, Excel, Powerpoint, Outlook) is required.
- Experience with nonprofit/donation software, Constant Contact (or similar bulk email service), and Canva (or similar design software) preferred.
- Ability to handle multiple tasks, projects, and priorities effectively and professionally.
- Some moderate lifting (up to 25 pounds) may be required on an occasional basis.
- Critical thinker and problem-solving skills.

This job description is not intended to be and should not be construed as an all-inclusive list of the responsibilities, skills, efforts or working conditions associated with the position of Administrative Assistant.

### **Details**

- **Location:** work from home (approx. 80%, attend meeting and onsite event planning approx. 20%)

- **Part-time Position:** 20-30/week, preferably as an independent contractor
- **Reports to:** Board Chair
- **Salary Range:** available upon request
- **Application process:** To apply, please email a cover letter and resume to: Kaylene Schultz, [unityfoundationalex@gmail.com](mailto:unityfoundationalex@gmail.com).

Resumes received by September 30 will receive priority consideration. We will accept applications until position is filled.

For more information about the Unity Foundation, visit [www.unityfoundation-alexandria.com](http://www.unityfoundation-alexandria.com)

## **The Unity Foundation Mission and Values**

**Mission:** To encourage and facilitate unity in Christ in the Alexandria area through workforce ministry.

### **Values | Biblical Foundation**

Values are built on a solid Foundation; the footings of our foundation are based on God's Word, the Bible. The foundation needs to be built around the fruits of the spirit and to live out those fruits.

**Servant Leadership:** We serve people in the Alexandria Area by energizing them around Faith at Work opportunities, building relationships, listening to their needs and consistently enhancing the events and services we provide.

**Integrity:** An uncompromising and consistent commitment to do what is honest and just regardless of circumstance. We do what we say and say what we do.

**Relationships:** We aspire to connect with the community through open and honest communication, always leading with an attitude of mutual respect and trust.

**Passion:** We are energetic about providing opportunities to advance Christ-like faith in the workplace.

**Growth:** We invest in each other and our business community through personal development.

**Prayer:** We believe in the power of communication with God, and allow those communications to guide our actions. We also actively lift up to God the needs and blessings of others with grateful hearts.