



Event Coordinator

Part-Time, Seasonal Ministry Events Role – Sherman, Texas (On-Site)

Reports to: Executive Director

Works Closely With: Executive Director, Associate Director of Mission Support, Headquarters Administrator, Finance Director

Position Summary

The Event Coordinator ensures that GoSendMe Global events – from monthly Mission Spotlights to the Annual Celebration Banquet – are organized with excellence, hospitality, and purpose. This role creates spaces where missionaries, supporters, and churches are encouraged, connected, and mobilized.

This is a part-time, flexible role with seasonal peaks in workload – especially around the Annual Celebration Banquet, FIT Weeks, and other major gatherings. The Event Coordinator plays a vital role in advancing GoSendMe Global’s mission by leading volunteers, stewarding logistics, and ensuring every event is relationally impactful.

A friendly, people-loving, creative, planner who can lead people well is a must.

Biblical Foundation

The Event Coordinator reflects several Spirit-empowered gifts within the Body of Christ: the gift of helps (1 Corinthians 12:28), the gift of administration (1 Corinthians 12:28), and the ministry of hospitality (Romans 12:13; 1 Peter 4:9–10; Hebrews 13:2). Through careful planning, faithful service, and warm welcome, this role helps create gatherings where the Gospel is celebrated and the work of the Kingdom is multiplied.

Key Responsibilities

1. Monthly and Bi-Monthly Events

- Mission Spotlight: prepare venue, coordinate setup and cleanup, manage invitations and prayer list in partnership with the Headquarters Administrator.
- Board of Directors Meetings: prepare space, provide hospitality, and ensure meeting materials are ready.

2. Quarterly and Annual Events

- FIT Week (Quarterly): coordinate venues, meals, lodging, transportation, childcare, printed materials, and volunteer teams; ensure welcoming spaces for missionaries and families. Work closely with the Associate Director of Mission Support to align event logistics with missionary care and needs.
- Overseas FIT Week (as needed): collaborate with Regional Connectors to coordinate logistics; may include travel or leading a volunteer team.
- Annual Celebration Banquet (Yearly): oversee planning and execution of GoSendMe Global's largest fundraising event, including program design with the Executive Director, meal coordination, volunteer leadership, invitations and RSVPs, and hospitality for guests and missionaries.

3. Additional Events and Activities

- Training events: coordinate venue, hospitality, lodging and transportation, and printed materials.
- Volunteer Days: partner with Headquarters Administrator to provide appreciation for volunteers.
- Donor Engagement: support stewardship events and new event development that advance GoSendMe Global's mission.

4. Volunteer Engagement and Leadership

- **Prayerfully seek out, invite, and equip** volunteers for event setup, hospitality, registration, and cleanup.
- Build and maintain relationships with volunteers, expanding the network and connecting people to meaningful areas of service.
- Manage the volunteer database, ensuring records are accurate, up-to-date, and effective for communication and engagement.
- Provide clear instructions, schedules, and role descriptions for each event.
- Foster long-term involvement by encouraging, recognizing, and caring for volunteers.
- Ensure post-event appreciation and follow-up with volunteers and donors connected to events.

5. Administration and Communication

- Maintain event checklists, timelines, and budgets in coordination with the Headquarters Administrator and Finance Director.
- Communicate event details to staff, missionaries, and key stakeholders.
- Track attendance, outcomes, and lessons learned for improvement.

Qualifications

- A committed follower of Jesus Christ, active in a local church.
- Demonstrated gifting in helps, administration, and hospitality.
- Organized, detail-oriented, and able to manage seasonal workload.
- Relational and people-focused; skilled at welcoming and motivating others.
- Able to lead and mobilize volunteers effectively.
- Proficient in Microsoft Office, Teams, and basic event tools.
- Flexible schedule with availability during event seasons and some evenings and weekends.
- Spiritually mature, teachable, and aligned with GoSendMe Global's Statement of Faith and Core Values.

Application Process

If you are led to serve in this role, please submit the following to

rcasey@gosendme.us:

- A resume or summary of experience
- A brief testimony of faith and your desire to participate in this role
- One reference from a church leader