

EVENT & SPEAKER COORDINATOR

Location: Nashville, TN or Remote

Terms: Permanent/Part-time (20-25 hours per week)

FLSA Status: Non Exempt

Benefits: Refer to Employee Handbook

Direct Report: Communications, Product Development, & Event Director

ABOUT US

Pure Desire Ministries (PDM) is a biblically-based and clinically-informed ministry committed to true revival in the church through the healing of the present day epidemic of sexual brokenness.

JOB DESCRIPTION

The Event & Speaker Coordinator plays a key role in advancing the mission of PDM by planning, organizing, and executing high-quality events that engage supporters, partners, and the broader community. This position ensures that all events - from small gatherings to large ministry functions - are carried out with excellence, hospitality, and alignment to organizational values.

In addition to leading event logistics, the Event & Speaker Coordinator oversees the administrative processes for PDM employees who represent the organization at external events and engagements. This includes coordinating schedules, managing documentation, and ensuring that staff are equipped and prepared to serve as ambassadors of the organization's mission.

DUTIES & RESPONSIBILITIES

Event Planning & Execution

- ☐ Plan, coordinate, and execute onsite and offsite events including donor gatherings, ministry events, trainings, conferences, and community outreach activities.

- ☐ Manage timelines, budgets, venue logistics, vendors, equipment, hospitality, and volunteer coordination.
- ☐ Ensure all event components prioritize guest experience, professionalism, and faith-centered excellence.
- ☐ Work closely with program and advancement teams to align event goals with organizational objectives.
- ☐ Oversee event setup, teardown, and post-event evaluation to support continuous improvement.

Speaker & Representative Administration

- ☐ Serve as the main administrative contact for PDM employees who speak or represent the ministry at external events.
- ☐ Coordinate all scheduling, confirmations, travel arrangements, and logistical support for speaking engagements.
- ☐ Maintain an updated calendar of speaker commitments and ensure internal alignment across departments.
- ☐ Prepare and distribute presentation materials, talking points, and necessary documentation for each engagement.
- ☐ Track and process event-related paperwork, agreements, and follow-up communications.

Communication & Coordination

- ☐ Collaborate with internal teams to ensure consistent branding, messaging, and mission alignment at all events.
- ☐ Communicate event details clearly and proactively with staff, volunteers, partners, and attendees.
- ☐ Work with the Marketing team to promote events through appropriate channels when needed.
- ☐ Build positive relationships with churches, ministry partners, vendors, and community contacts.

Administrative & Organizational Support

- ☐ Maintain accurate records of events, expenses, attendance, and engagement outcomes.

- ☐ Support budgeting and invoice processing for event-related expenses. Ensure compliance with internal policies, safety protocols, and event standards.
- ☐ Assist with general administrative tasks as needed to support smooth ministry operations.
- ☐ Other duties as assigned

SKILLS & QUALIFICATIONS

- ☐ A committed alignment to PDM's vision, mission, and values.
- ☐ Bachelor's degree in event management, communications, hospitality, or related field (or equivalent experience).
- ☐ 2–4 years of experience in event planning, hospitality, or nonprofit coordination.
- ☐ Strong organizational and project management skills with attention to detail.
- ☐ Excellent verbal and written communication abilities.
- ☐ Ability to work under deadlines, handle multiple events simultaneously, and adapt to changing needs.
- ☐ Professional and warm interpersonal skills; able to work effectively with diverse groups and faith communities.
- ☐ Proficiency in office software, scheduling tools, and event management systems.

PERSONAL CHARACTERISTICS

- ☐ Energetic, organized, and proactive.
- ☐ A servant-hearted team player with a positive attitude.
- ☐ Able to anticipate needs and solve problems creatively.
- ☐ Calm and dependable under pressure.
- ☐ Passionate about supporting ministry through behind-the-scenes excellence.

PREFERRED

- ☐ Experience with Google Apps

REQUIRED

- ☐ Upon hire, all PDM employees will be required to read and sign a PDM Faith and Lifestyle Expectations Agreement.
- ☐ Upon hire, all PDM employees will be required to use Accountable2You reporting accounts when using PDM computers, networks, and applications (Digital Assets). PDM will provide an Accountable2You account that will cover your office workstation and any machine that is used for conducting work for PDM.
- ☐ Upon hire, all PDM employees agree to adhere to PDM's vision, values, and best practices.