Event & Tour Coordinator
Save the Storks - Colorado Springs, CO 80921

ONLY CANDIDATES WHO MEET MINIMUM REQUIREMENTS & WHO COMPLETELY FOLLOW APPLICATION PROCESS, INCLUDING INCOME REQUIREMENTS WILL BE CONSIDERED.

Job Title: Event & Tour Coordinator

Department: Logistics/Solutions

Reports To: Logistics Manager

Supervisory: none

Category: Full-time (36 hours/week), non-exempt; 8 hour days M-Th. Half day on Friday.

Location: Colorado Springs, CO

Our Mission: Revolutionizing the meaning of Pro-Life by empowering and supporting Pregnancy Centers through creative Solutions

Our Vision: To equip and support Pregnancy Resource Centers in the USA and worldwide so they may more effectively reach and serve abortion-minded expectant mothers.

Our Values:
Affirmation
Joy (Joyful Culture)
Intentionality
Transparency
Excellence

Organizational Strategic Objectives:

• To eradicate the current culture of death by changing the Pro-Life conversation, employing Love, Compassion, and Action.
• To develop and implement cutting-edge programs, products, consulting, and training for Pregnancy Resource Centers that respond to the needs of women in unexpected pregnancies in their communities.
• To build a faithful community of Pro-Life supporters who leverage their resources to come alongside those on the front line of the Pro-Life Movement, including offering grants to local Pregnancy Resource Centers desiring to provide mobile medical services to their abortion-minded clients.

Event and Tour Coordinator Job Summary:

ENTRY LEVEL POSITION. Coordinates all aspects of Stork Bus/Mobile Medical Unit (MMU) tours including but not limited to driver itineraries, arranging lodging, booking flights and supporting drivers on tour. With the support and oversight of the Logistics Manager, sets the vision and direction for the Storks Mobile Medical Unit tours. Organizes & assists with Driver Orientation. Sets strategic tour goals, achieves target goals for MMU tours. Supports ongoing superior customer relations between Storks and customers, both external and internal. On-line researching for resources needed to facilitate tours. Troubleshoots tour challenges that may arise on tours.

Essential Duties and Responsibilities:
• Responsible for all driver needs related to Stork Mobile Medical Unit tours, including thorough information gathering, timely follow-up communications, entering and accessing data in SalesForce
• Assists Logistics Manager in tracking tour spending, adhering to budgets
• Coordinates with Logistics Manager to provide on-call solutions as needed while MMUs are on tour.
• Achieves goals set in collaboration with Logistics Manager
• Identifies and assesses new potential partners for Stork Bus/MMU and presents for consideration.
• Maintain compliance with all DOT regulations allowing STS to exceed all expectations which may include: researching online courses for drivers, developing DVR (Driver vehicle record) to ensure compliance with DOT regulations
• Provides superior Customer Service to all PRC accounts, donors, churches, partners and vendors related to MMUs on a consistent basis according to Storks protocol
• Supports all communication between the Logistics Manager, the PRCs and other potential partners, including but not limited to responses to phone & email inquiries
• Works in coordination with the Logistics Manager and Solutions Team to ensure achieving departmental strategic objectives
• Participates in regular staff and team meetings including coming prepared to share relevant updates, ideas, and suggestions
• Performs other duties and accepts special projects as assigned by the Logistics Manager
• Additionally, you will perform administrative responsibilities as they relate to your areas of functionality.

Critical Qualities:
• A growing, mature Christian faith
• A genuine passion for Life and the mission of Save the Storks
• Disciplined, with focused priorities and a sense of urgency
• Professionalism in demeanor and appearance
• Teachable, receptive to feedback, open to new approaches & ideas
• Commitment to excellence in the development and growth of the organization as well as individual professional development
• Demonstrated willingness to be flexible and positive in a changing work environment; able to gracefully navigate stressful situations

Minimum Requirements:
• A firm grasp of non-profit program experience
• Fierce attention to detail, organization, and communication skills (oral & written)
• At least 3 years documented event planning and/or scheduling experience in a fast paced office environment
• Excellent Customer Relations skills, with external & internal customers
• Strong interpersonal skills with proven teamwork, participation, and accountability
• Experience and ease with both Apple and Windows systems, especially extensive development and use of Excel spreadsheets, MS Office, Google Apps software and a willingness to learn SalesForce

Compensation:
• Entry level position with hourly wage
• Paid benefits after 90 day probationary period

To Apply:

Must include cover letter with income requirements and resume demonstrating that you meet ALL MINIMUM REQUIREMENTS. Only candidates who meet minimum requirements and include income requirements, cover letter and resume will be considered for this position.
Job Type: Full-time

Job Location:

- Colorado Springs, CO 80921

Required education:

- High school or equivalent

Required experience:

- Event Coordination: 3 years

Required language:

- English