



## *urban Empowerment Ministries*

### **Planning Coordinator**

(Strategy/Operations focused)

Urban Empowerment Ministries

For more information, please visit [www.ue3ministries.com](http://www.ue3ministries.com)

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*urban Empowerment Ministries is calling forth a consistent, focused, strategic, and process-minded leader with experience in event management, corporate planning and special events to assist in executing initiative with in the mission, vision and strategic goals of urban Empowerment Ministries. Please attached resume and extensively detail any previous experience, education and employment.*

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#### **Position Description**

Reporting to the Executive Assistants to Bishop & Pastor Woods, the Director of Administration, the Coordinator of Mass Communications, the Administration Coordinator of Ministry Relations and the Marketing Coordinator, s/he who fulfil this position will coordinate ministry gatherings, conferences, initiatives, special events and programs to ensure a seamless and experience in a Spirit of Excellence to exemplify the vision, mission and goals of urban Empowerment Ministries. Ministry planning can range from corporate affairs for senior leadership, to development of international media events, programming and partnerships.

#### **Essential Duty**

- Work effectively, knowledgably, and collaboratively in a team environment.
- Brand-building, Creative judgment.
- Strategic Thinking.
- Work with a broad array of media types, from collateral to web, as well as traditional print.

#### **Summary**

Embrace, Engage and Execute at-large ministry initiatives in the vision, missions and strategic planning of urban Empowerment Ministries, Inc.

#### **Primary Responsibilities**

- Event planning jobs can be small, one- or two-person operations, or large, multi-branched organizations, or any size in between.
- The coordinator is expected to be well connected to related industry business partners or show growth in this area.
- Planners are responsible for administrative duties as well as for relating to customers and clients on a personal basis.
- The Planning Coordinator must be engaged and aware of the move of the ministry as lead by Bishop & Pastor Woods and Senior Ministry Leadership as well as assess their special event needs, and execute the requirements completely and consistently.
- The Planning Coordinator is expected to craft detailed event plans and make presentations of their proposals for approval.
- Planners will secure the venue; assign appropriate vendors and employees to work the event; coordinate talent, catering, and media; oversee the gathering as it takes place, and ensure the venue is not damaged or compromised in any way upon exit.
- Must have an interest in entrepreneurial development and the building of for-profit based services corresponding with the goals and initiatives of the urban Empowerment Development Corporation, uE Economic Development Team and Power Players Ministry.
- Must be capable and willing to teach/train others in skillsets and ready to build team of volunteers to serve in ministry event planning and coordination.





