



## Position Description

**Position Title:** Speaker Coordinator

**Reports To:** Brenda Peitzman, Director of Events

**Hours/Location:** Part-Time: 10 hours per week, fully remote

### SUMMARY

The position of Speaker Coordinator will include talking with churches or groups who are requesting a speaker who will represent Legacy Coalition. This would be for various types of live events, setting up Grandparenting Matters or Grandparenting Influence seminars, and coordination between the church or group, and the speaker. The ability to maintain consistency is vitally important as the Speakers Bureau is developed and maintained.

### QUALIFICATIONS/REQUIREMENTS

- Experience with Christian non-profit ministries and/or a Christian church.
- Excellent communication skills on phone or Zoom meetings
- Personal qualities of integrity, credibility, passion, and commitment to the mission and ministry.
- Strong organizational qualities include use of email, google docs, and basic use of Excel.

### ESSENTIAL JOB DUTIES

- Work closely with the Director of Events and the Engagement team to coordinate speakers.
- Collaborate with program leaders to create appropriate messaging and materials for speakers.
- Participate in the new Speakers Bureau initiative as final details are put together by this team.

### GENERAL REQUIREMENTS FOR ALL POSITIONS

- A Christian, willing to sign the Legacy Coalition Statement of Faith
- A Grandparent, or soon to be one
- Able to work in a virtual environment and participate in meetings via telephone or Internet technology platform (currently ZOOM)
- Retired or working part-time



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