



Event Manager

Lifeline Christian Mission

Part-time or Full-time position / 40+ hours per week

Who we are

At Lifeline Christian Mission, you'll be part of a team who is helping people find their purpose and experience the life the God intends for them, their family, and their community. To accomplish this, we walk alongside communities to develop opportunities that align with their needs and that reflect God's love. Our end goal? We strive to inspire action, end hunger, and transform communities!

About the role

The Event Manager serves with Lifeline Christian Mission in the south region to execute ministry activities.

This role is responsible for the local coordination of meal packing events and mission trips, recruiting and empowering volunteers, and the local operations of the Lifeline facilities. The Event Manager ensures that Lifeline's mission, vision and values are captured and shared with event participants and to produce a flourishing and engaged community.

You'll report to the Regional Vice President.

In the role of the Event Manager, you will:

- Deepen your personal relationship with Jesus Christ and be an effective witness for Him
- Collaborate with cross-functional teams to ensure the successful execution of Lifeline-wide initiatives within the region that lead to local community transformation
- Schedule and coordinate meal pack events within the region, including event staff and logistics
- Recruit, train and empower volunteers to serve
- Oversee the day-to-day operations of the regional Lifeline facility (ordering, maintenance, local inspection, etc)
- Ensure a clean, tidy, safe, well-maintained facility that provides a welcoming first impression and engaging experience for participants, volunteers and visitors
- Develop and implement ministry goals within your area that drive toward the regional ministry and overall Lifeline ministry goals.
- Compellingly communicate life-changing stories and ministry impact, along with seek funding resources, to a variety of audiences.

- Collaborate and work alongside a regional team who is striving to inspire action, end hunger, and transform communities.
- All other duties as assigned

Qualifications & Experience:

- Bachelor's Degree from a four-year college or university is preferred
- Two to five years of event experience and volunteer management
- Efficient working in Google Workspace and Excel; brings strong administrative skills
- Social media skills preferred
- Strong communication skills
- Willing to work a flexible schedule that sometimes includes evenings and weekends
- Experience working with churches and businesses; interaction with pastors and leaders
- Highly organized and can manage multiple tasks simultaneously
- Self-starter who takes initiative to reach goals and deadlines; strategic thinker
- Demonstrated ability to influence others with an optimistic outlook and positive attitude
- Passionate about raising awareness and participation in Lifeline Christian Mission.
- Ability to lift 50 lb items on occasion; ability to be on your feet for extended periods of time
- Willingness to learn driving forklifts, 26' box trucks, etc

Your work location

You'll primarily work within the Charlotte Lifeline facility. Your role will involve travel within the south region, some travel around the U.S., and occasional travel globally to experience Lifeline's ministries firsthand.

Lifeline is a flexible work environment where employees can work remotely near a chosen location, unless working within a specific location is required. Lifeline has U.S. locations in Charlotte (NC), Columbus (OH), Denver (CO), Detroit (MI), Indianapolis (IN), Lexington (KY), Louisville (KY). You will interact with other staff from across the US and Canada at these locations and staff who work remotely.

To apply

If interested in this position, submit your cover letter, resume, and three references to hollie.gregory@lifeline.org and kara.williams@lifeline.org.