



POSITION DESCRIPTION

Events Project Coordinator

Reports to: Director of HR & Operations

Department: Office of Travel and Conference Planning (OTCP)

Location: King of Prussia, PA

Status: Full-time, Exempt

Posting Date: 9/2/2026

Position Summary

The Events Project Coordinator provides administrative and coordination support to the Office of Travel and Conference Planning (OTCP) and the Ministry Resource Development (MRD) Team. The Project Coordinator works closely with the Development Coordinator and other members of the OTCP and MRD teams to support organizational events, donor communications, special projects, and other initiatives as needed.

Responsibilities include calendar and meeting coordination, event logistics, communications, donor and contact database management, mailing coordination, and maintaining accurate records. This role supports organizational needs through effective organization, clear written communication, attention to detail, strong follow-through, and collaboration across teams.

Duties and Responsibilities

- Provide administrative support to the OTCP and MRD teams, including office management, calendar coordination, scheduling, and logistical planning for meetings and special events.
- Prepare meeting agendas, take and distribute minutes, and ensure follow-up on action items.
- Assist in the execution and coordination of logistics, communications, and on-site support for the Biennial Mission Summit, webinars, Everyday ABC Conversations, and other events and initiatives.
- Coordinate and provide technical support for virtual and onsite meetings and webinars, including platform setup, presenter assistance, attendee management, breakout room management, and live Q&A/chat moderation.
- Manage and update donor and contact databases and mailing lists, ensuring information is accurate and current.
- Process donor acknowledgments, including thank-you letters, gratitude letters, and direct mailings for donor appeals and special projects, in coordination with

the Development Coordinator.

- Work with the Development Coordinator to ensure donor mailings and special projects are executed and processed appropriately and that donor information is accurately updated in the database.
- Process year-end giving letters using the donor database in coordination with the Development Coordinator, including preparing information, processing mailings, and ensuring records are updated appropriately.
- Work with the OTCP and MRD teams, specifically the Development Coordinator and Biennial Coordinator, to support event-related and development-related projects and initiatives.
- Build and maintain collaborative relationships with internal and external stakeholders to support organizational goals.

Required Skills and Abilities

- Strong interpersonal skills and ability to collaborate effectively with diverse stakeholders.
- Approaches work with a collaborative, solutions-focused mindset, demonstrating professionalism, flexibility, curiosity, and a willingness to assist wherever needed.
- Builds positive working relationships through initiative, adaptability, teamwork, and a proactive approach.
- Strong organizational skills with ability to manage multiple tasks, prioritize responsibilities, and maintain detailed records.
- Proficiency in administrative and office management tasks.
- Excellent written communication and editing skills, with strong attention to grammar, clarity, and consistency.
- Competence with Microsoft Office Suite (Word, Excel, Outlook) and other standard office software.
- Strong follow-through and accountability to ensure timely completion of tasks and follow-up on action items.
- Ability to coordinate multiple projects, meet deadlines, and maintain accurate records.
- Exceptional attention to detail in all aspects of work, including communications, data entry, and proofreading.

Education and Experience

- **Bachelor's degree required** in communications, business administration, nonprofit management, event management, or a related field. An equivalent combination of education and relevant professional experience may be considered.
- **3-5 years of relevant professional experience** in administrative coordination, event coordination, project coordination, office management, or a related field, preferably in a nonprofit, church-related, or mission-driven environment.
- Experience supporting senior-level staff or directors, including calendar management, meeting coordination, professional correspondence, and project follow-through.

- Experience with event registration, meeting management, CRM/donor databases, or business systems (e.g., Cvent, Passkey, NetSuite, Constant Contact, Zoom Webinar, Microsoft Teams, or comparable platforms) preferred.
- Experience coordinating multiple projects, events, or initiatives simultaneously and working effectively across departments and with internal and external stakeholders.
- Experience working with committees and volunteers.
- Experience or familiarity with American Baptist Churches USA, Baptist polity, and/or religious organizations preferred.

Compensation and Benefits

American Baptist Churches USA (ABCUSA) American Baptist Churches USA (ABCUSA) offers a competitive compensation and benefits package, including health insurance, paid time off, paid sick time, and participation in a fully vested 403(b) retirement plan. ABCUSA provides opportunities for staff to continue developing their knowledge, skills, and abilities along their chosen career path, consistent with ABCUSA's mission and values. We offer a safe, professional work environment located at 1015 W. 9th Avenue in King of Prussia, PA.

American Baptist Churches USA is one of the most diverse Christian denominations today, with approximately 5,000 local congregations comprised of 1.3 million members across the United States and Puerto Rico. Join a vibrant ministry that is helping people serve as the Hands and Feet of Christ.

To Apply

If you are interested in applying, kindly submit Cover Letter and Resume to: Jobs@abc-usa.org as soon as possible.

The position will remain open until a qualified candidate is selected.