

# Gospel Outreach

## Job Description

### Exhibit Coordinator

**Reports to:** Assistant to the President

**Duties and Responsibilities:**

- Maintains an events calendar for Gospel Outreach
- Reserves booth space at major Camp Meetings, ASI conventions, and other key Adventist convocations
- Recruits an Exhibit Host to set-up, staff, and tear down the booth at each event
- Helps the Exhibit Host fill all time slots and communicate the schedule to the other hosts
- Communicates with the Exhibit Supply Coordinator regarding:
  - Exhibit dates
  - Who will be staffing the booths
  - Which supplies are needed
  - Whether to mail the supplies or whether the booth coordinator will pick them up.
- Track event outcomes and provide reports (additions to mailing list, materials distributed, etc.)

**Essential Knowledge, Skills, and Abilities:**

- A passion for the mission of Gospel Outreach
- Ability to conduct online research
- Organization, attention to detail, and follow-thru
- Computer skills:
  - Excel
  - Email