



# Cooperative ESL Ministries

## Employment Agreement

### Events Coordinator

Cooperative ESL Ministries empowers churches to reach out in love to the immigrants and internationals in our communities.

The purpose of the Events Coordinator is to plan and coordinate training programs and other events.

**Accountability:** The Events Coordinator will work within the CESLM community under the guidance of Allan Pole, CESLM President.

#### **Expectations of CESLM:**

It is expected that the Events Coordinator will:

- Oversee the planning and logistics of CESLM scheduled and/or requested training events.
- Uphold CESLM in prayer and in public conversation.

#### **Privileges of the Events Coordinator:**

It is expected that CESLM will:

- Include the Events Coordinator as a member of the CESLM community, providing certain privileges including a CESLM email address.
- Support the Events Coordinator in prayer, providing event budgets, promotional materials, recruiting event volunteers and helping with event logistics where needed.