



Job Title: Coffee and Events Manager
Department: Advancement
Reports To: Mindy McDonald, Director of Marketing and Advancement
FLSA Status: Exempt

General Description of Work:

Do you love coffee, building relationships, and creating meaningful experiences? At Victory Mission, coffee is more than a drink—it's an opportunity for transformation. Equip Coffee is a social enterprise designed to provide job training and mentorship for women overcoming homelessness, addiction, and incarceration. Additionally, Victory's events bring people together to celebrate restoration, foster community, and inspire lasting change.

From the beginning, God designed work as a way for us to co-labor with Him—to create, steward, and find purpose. Work is more than a paycheck; it can be deeply satisfying and a means of worship. As the Coffee and Events Manager, inspire others to discover the dignity and joy of work.

Oversee the operations of Equip Coffee, manage wholesale and retail orders, and develop workforce training opportunities for program participants. Plan and coordinate impactful events that engage the community, strengthen partnerships, and share the stories of lives changed through Victory Mission.

Primary functions are as follows:

Equip Coffee Manager

- Process all coffee orders, including wholesale, retail, custom, and subscription-based sales.
- Provide hands-on workforce development training for participants in Victory's Restoration Program (women overcoming homelessness, incarceration, and trauma).
- Supervise and mentor the Coffee Intern.
- Serve as the primary point of contact for customers, responding to inquiries via phone, email, and other channels.
- Handle accounting systems such as invoicing and financial statement reconciliation.
- Coordinate deliveries and ensure timely fulfillment of orders.
- Oversee inventory and procurement of coffee-related supplies (beans, labels, bags, etc.).
- Design and coordinate custom labels for clients.
- Support internal and external coffee-related needs for Victory Mission events and initiatives.
- Develop new business relationships and sales opportunities for Equip Coffee (B2B and B2C).
- Contribute to product development and innovation (product, price, and place).
- Manage Equip Coffee's retail and event sales inventory, placing orders as needed.
- Conduct market research to optimize sales strategies and audience engagement.
- Assist the Marketing Manager with needs for promotional materials, including social media content, website graphics, banners, packaging, and print materials.
- Participate in evening and weekend events as required.

Event Production Manager

- Serve as the point of contact for all Victory Mission events
- Manage all event logistics including but not limited to set up, tear down, staffing, venue location, catering
- Manage event timelines and budgets
- Collaborate with clients, stakeholders, and team members to ensure event success.
- Assist with event promotion, registration, and attendee engagement.
- Troubleshoot issues and provide on-site support during events.
- Events include but are not limited to: Restoration Celebration, Prayer and Coffee, Staff Appreciation, Global Leadership Summit, tours, weekend popups and more.

Qualifications:

- Attention to detail
- Strong administrative skills
- Excellent written and verbal communication skills
- Strong organizational and problem-solving skills.
- Ability to work under pressure and meet tight deadlines.
- Experience with Microsoft Office Suites or Google Apps
- Experience in event planning or coordination is helpful.
- Optional: experience with CRM software, web-development platforms, or graphic design software

Personal Attributes:

- Must agree with Victory Mission & Ministry's Statement of Faith.
- Have a personal relationship with Jesus Christ that is mature in faith, filled with the Holy Spirit and dynamically growing in personal discipleship.
- Possess personal integrity and live a life beyond approach.
- Actively engaged in a local New Testament Gospel-centered church.
- Possess a heart of compassion and care towards those who are homeless, broken by life trauma and stigmatized by society as deplorable, hopeless or beyond restoration.
- Demonstrate a courteous and approachable attitude with staff, clients, volunteers and the public.

Equipment Used:

- Knowledge of Microsoft Office, Google Apps for Business and ability to learn other Victory-related databases (MissionTracker, Payroll Server, Virtuous CRM).
- Adobe Suite, Canva, and other creative software
- Ability to drive for meetings, events, and coffee deliveries

Physical Demands:

Typically, the employee will be asked to sit for an extended period of time, move from place to place, walk for outreach and set-up for events. Be able to lift up to 60 lbs. Perform inventory of coffee beans and other physically demanding tasks.

My signature below acknowledges that I have read and understand the job description listed above:

Signed: _____

Date: _____

Print Name: _____

Date: _____

Supervisor: _____

Date: _____

Print Name: _____

Date: _____

Supervisor: _____

Date: _____

Print Name: _____

Date: _____