



The **Event Coordinator** is the key person responsible for the logistical planning and implementation of major Churches for Middle East Peace's (CMEP) events. This role provides crucial leadership and administrative oversight for the Annual Joint Christian Advocacy Summit (next scheduled April 2027) and the Pilgrimage to Peace (P2P) Tours (next scheduled spring 2027) and support for smaller events in CMEP's programming.

Salaried/Full Time starts at \$43k. Start Fall 2026.

Benefits include Health Insurance. Paid Time Off.

Location: Hybrid. Ability to be in the DC Capitol Hill office at least twice a week

Key Responsibilities

End to End event Logistics for the Joint Christian Advocacy Summit - a 2.5 day event in Washington DC featuring plenaries, breakout sessions, and advocacy training. Audience size goal: 600. Next scheduled: April 2027.

- Provide full oversight for all logistical needs from planning to implementation - venues, signage, room plans, food and catering needs, exhibitor set up, event volunteer management, registration process, name tag and material distribution, speaker logistics, and whatever else needs to be done.
 - In addition to CMEP staff who will provide various support throughout the planning and implementation (Communications, on site presence, etc.) we also expect you will have access to volunteers and interns for the days-of and final weeks before the event.
 - Support and organization of "Congressional Hill Day" meetings and logistics including support in terms of printed materials, communications, etc. An advocacy day subcommittee will handle the actual work of setting up the congressional meetings. The Event Coordinator is expected to ensure this is taking place and offer organizational/logistical support.
- Produce a post-event report that tracks quantitative and qualitative data and alignment with strategic objectives.
- Schedule and participate in Event Planning Meetings with the Joint Summit Steering Committee, subcommittees, and CMEP staff as needed. Typically during 9-5, M-F Eastern time.
- Coordinate pre-event logistics of materials at CMEP's DC office. Participate in venue visits in DC.

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Pilgrimage to Peace (P2P) Tours - a 7-14 day speaking tour in the United States with 2-3 speakers plus event logistics staff. Next scheduled: Travel in Spring 2027 plus planning and post-event follow up. Anticipated P2P Tours happen every 9-12 months.

- Work closely with CMEP Outreach Manager and programs team to identify cities and locations of the tour at churches, conference gatherings, and other events.
- Ensure smooth implementation of P2P events by coordinating and booking travel logistics, budgeting, expense tracking, securing funding from hosts, and recruiting event locations (in coordination with the Outreach Manager).
- Traveling with the P2P Tour in order to provide on-site support at P2P meetings, ensuring smooth execution.
- Collaborate with CMEP team members to develop materials and resources for P2P events such as press kits, presentation powerpoints, follow-up materials, funding opportunities, etc.
- Assist in strategic planning for P2P tours, identifying opportunities for engagement and growth.
- Produce a post-event report including photos and graphics that tracks quantitative and qualitative data and alignment with strategic objectives.
- Coordinate pre-event logistics of materials at CMEP's DC office.
- When relevant for the CMEP/SERRV partnership, coordinate supply and delivery of products with local host venues and SERRV.

Other Events Provide logistical support for one day events in the DC area as well as webinars.

- Event registration
- Materials for in person events
- Zoom tech for webinars
- Event reporting

Qualifications & Skills:

- Experience in administration, event planning, coordination, and logistics management.
- Preferred, experience coordinating hill advocacy days.
- Based in the DC metro area.
- Ability to travel during P2P tours and other relevant events.
- Valid US Drivers License and clean driving record (ability to rent a car).
- Strong organizational and administrative skills with attention to detail.
- Excellent written and verbal communication skills.
- Ability to work independently and collaboratively in both in person and remote team settings.
- Preferred, familiarity with Israel and Palestine and/or faith-based advocacy.

TO APPLY: Send Cover Letter and Resume to applications@cmepe.org with "event coordinator" in the subject line. Apply by August 26, 2026.