

Presentation Team Lead

About Mirror Ministries

Mirror Ministries' mission is to respond to domestic minor sex trafficking with the love of Christ through local education, intervention, restoration, and aftercare. Mirror Ministries works throughout Benton and Franklin counties to provide training, education, and awareness to local schools, agencies, and businesses. Mirror Ministries' advocates do purposeful outreach to identify victims of trafficking hidden in our community, including a 24/7 sex-trafficking hotline. Mirror Ministries walks hand-in-hand with victims/survivors of sex trafficking showing them that there is hope and help, connecting them to needed services and walking alongside them on their journey of healing. Mirror Ministries is a Christian organization dedicated to serving people of all faiths and backgrounds.

Presentation Team Lead Job Summary

The Presentation Team Lead will oversee and grow our presentation program—organizing, coordinating, performing and leading trainings and outreach events. The ideal candidate is highly organized, a strong communicator, comfortable speaking to diverse audiences, and passionate about both educating the community and strengthening partnerships to further our mission.

Major Responsibilities:

- Coordinate all aspects of community presentations and events, including scheduling, logistics, and materials preparation, sync to staff calendar.
- Tailor presentations to fit various audiences, including law enforcement, schools, medical professionals, hotels, civic groups, and churches.
- Train, equip, and manage a team of presenters who can represent the organization at events.
- Develop systems to ensure presentations are delivered with consistency and excellence, even when the Team Lead is unavailable.

- Build proactive partnerships with schools, businesses, nonprofits, and other organizations by reaching out to offer training opportunities. (send targeted ProtectEd outreach emails to schools, targeted youth programs, hold school meetings with school counselors, SROs, board of educators, etc.)
- Track and evaluate presentation impact, including participation numbers and feedback.
- Fundraiser event coordination responsibilities as assigned
- Revamp 'Not a Product' into a user-friendly curriculum

Responsible for:

- ✘ Managing the master calendar for all presentations, trainings, and outreach events.
- ✘ Confirming logistics with event hosts (time, location, AV needs, participant numbers).
- ✘ Following up with community partners after presentations to maintain relationships.
- ✘ Recruiting, onboarding, and training new presentation team members.
- ✘ Preparing presentation kits (supplies, giveaways, brochures, etc.) and ensuring readiness.

Required Skills and Attributes:

- ✘ Organizational Strength: Ability to manage multiple projects, schedules, and deadlines effectively.
- ✘ Communication Skills: Strong verbal and written communication; confident and engaging public speaking and presentation skills.
- ✘ Adaptability: Able to tailor messaging for different audiences and adjust quickly to changes.
- ✘ Leadership: Capable of training, equipping, and coordinating a volunteer or staff team.
- ✘ Initiative: Proactive in seeking new opportunities for presentations.
- ✘ Technical Skills: Proficiency in Microsoft Office.
- ✘ Active and vital relationship with Jesus Christ and part of a supportive church community outside of Mirror Ministries.
- ✘ Agreement and adherence to attached Statement of Faith and Christian Code of Conduct.
- ✘ Must pass criminal background check.
- ✘ Deep belief in Mirror Ministries' mission.
- ✘ Professional, teachable, and humble servant leader.
- ✘ Be able to uphold the mission and values of Mirror Ministries in every aspect of their work.
- ✘ Maintains a high level of professionalism and confidentiality while interacting with internal and external stakeholders.

- ✧ Adaptable, proactive, resourceful, and efficient.
- ✧ Willingness and ability to work a flexible schedule that may include frequent evening hours.
- ✧ Be a fun co-worker with staff and volunteers.

Location: Based out of Mirror Ministries Outreach Center in Kennewick, Washington

Position: Part-time, hourly non-exempt (25-30 hours/week)

Schedule: Monday – Friday, flexible for weekend and evening events

Compensation: \$22.00 - \$24.00 per hour

Benefits: 8 paid holidays, accrued sick pay as per WA State law

An Equal Opportunity Employer

In accordance with Washington state laws, Mirror Ministries does not discriminate because of race, creed, color, national origin, sex, honorably discharged veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal in serving victims and survivors of human trafficking. *As a Christian ministry, we do uphold and require a signed Belief Statement for all our Board, Staff, and Volunteers.* Because of the grace we have been given, we extend that grace to any and all victims/survivors of human trafficking, regardless of their life circumstances and/or beliefs.