

Pulse Event Operations Associate

Job Status: Full time exempt (Begins July)
Reports to: Director of Event Operations
Department: Events

Core Competencies:

- A follower of Jesus Christ and in agreement with the PULSE statement of faith and mission.
- Excellent organizational and planning skills among multiple projects simultaneously, with great attention to detail utilizing strong written and verbal communication.
- Servant heart and attitude.
- Teachable with the ability to quickly pick up new ideas, processes and procedures.
- Works well in a team environment.
- Competent with a Mac computer and also comfortable in Microsoft office.

Key Responsibilities & Objectives:

- Plan and manage specifically assigned teams as part of an overall campaign. For example, coordinate operational needs for the Church Relations team.
 - Work with the team lead of a project by providing administrative focus on details. Determine every aspect of the team needs and how it interfaces into the overall campaign.
 - Be aware of all Pulse initiatives in order to catch possible points of contention with your assigned area, such as date conflicts among different campaigns.
 - Coordinate and submit various print, web, and digital communication needs of the campaign to the Operations Director.
 - Prepare spreadsheets and documents to track event information.
 - Create documents for staff walk-through's pertaining to the event.
 - Organize prepare for onsite event needs. (Including staff, artist and speaker needs).
- Understand the Pulse process from an Operations standpoint. Support each individual campaign as it fits into the overall vision of Pulse.
- Adaptability and availability to flex with the season of events.
 - Due to the different campaign seasons – such as campus, city, and national – Operations are required to accommodate to a variety of workload levels and tasks.

Other Responsibilities:

- Provide a weekly report to the Executive Vice President and Director of Event Operations.
- Engage in personal and team development opportunities presented by PULSE leadership.
- Follow all policies and procedures outlined in the PULSE employee manual.
- Travel as needed (estimated 5-20%).
- Assist and perform any and all other duties as assigned.

Pulsemovement.com

To apply, send cover letter and resume to jennyw@pulsemovement.com.