

## Pulse Event Operations Coordinator

Job Status: Full time exempt

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 skills among multiple projects simultaneously, with great attention to detail.
- Servant heart and attitude.
- Competent with a Mac computer and also comfortable in Microsoft office.
- Works well in a team environment.
- Teachable with the ability to quickly pick up new ideas, processes, and procedures.

### Key Responsibilities & Objectives:

- Support the Operations Team for Pulse through mailings, organizing materials, phone calls, data entry, celebrations, and other support tasks in and out of the office.
  - Assist the Events Team with data management to ensure Salesforce is clean and accurate.
- Assist in managing all materials used by the events team to ensure adequate inventory levels are maintained. This includes items for presentations, promotional pieces, etc.
- Support specifically assigned campaigns and teams through various tasks and roles.
  - Track RSVPs.
  - Respond to questions/concerns on behalf of Event Operations.
  - Prepare and pack materials for the day of event (nametags, packets, etc.).
  - Be an integral part of PULSE Events to execute with excellence through clear communication, good preparation, and attention to every detail.
- Coordinate and manage the details and logistics for festivals, conferences and events that PULSE is a part of (attending).
  - Track due dates and needs for each festival and conference.
    - i. Confirm payments and contracts.
    - ii. Send artwork, videos and other needs before deadlines.
  - Pack and ship or bring needed supplies.
  - Set up, manage and tear down the PULSE booth at each event.
  - Organize staffing needs at each conference or festival.

### 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](mailto:jennyw@pulsemovement.com).