

Promo Distribution Associate- Pulse Twin Cities

Job Status: Full time - Temporary (Begins January 2018 and ends May 25, 2018)

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, utilizing strong written and verbal communication.
- Competent in Microsoft Office and also comfortable with a Mac computer.
- Servant heart and attitude. Teachable with the ability to quickly pick up new ideas, processes and procedures.
- Ability to lift 50+ lbs and handle tools for placing signage.

Key Responsibilities & Objectives:

- Build and own a grassroots materials distribution strategy.
 - Create a distribution plan for banners, rave cards, posters and other promotional pieces throughout the city.
 - Include a strategy for marketing with coffee shops, restaurants, stores and others, getting their assistance in hanging posters or handing out flyers.
 - Determine best placement options for outdoor banners and yard signs.
 - Produce a strategy for building banner structures, when needed, at optimal sites.
 - Define high traffic areas for placement.
 - Target churches, ministries and businesses (Banners on buildings, rave cards, etc).
 - This will happen through work with the Church Relations team for contacts at partnering churches and the Sponsor coordinator for contacts at businesses.
 - Oversee a distribution team for the duration of the campaign, effectively covering the entire Twin Cities metro area in Pulse Twin Cities promo materials.
- Research and create an exhaustive list of events in the Twin Cities area for potential of flyering, booth space or showing a video for Pulse Twin Cities.
 - Organize Reps and volunteers to cover each event effectively.
 - Prepare materials needed for each event.
- Engage mobilization Reps from around the Twin Cities region for Pulse Twin Cities.
 - Determine how to best engage additional reps for deeper and broad impact.
- Seek out unique opportunities for grassroots marketing for Pulse Twin Cities.

Other Responsibilities:

- Provide a weekly report to the PTC Directors 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 in the Twin Cities region (estimated 60-90%).
- Assist and perform any and all other duties as assigned.

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