

# Event Administration Associate

Job Status: Full time  
Reports to: Director of Event Operations

Department: Events  
Updated: Nov 2018

## Core Competencies:

- A follower of Jesus Christ and in agreement with the PULSE statement of faith and mission.
- Excellent relationship and communication skills.
- Effective communication that is adaptive to all situations and fosters internal and external relationships.
- Organized and given to detail, with excellent oral and written skills.
- Servant heart and attitude.
- Proficient with office systems (technological and paper) and ability to learn new systems.
- Teachable with the ability to quickly pick up new ideas, processes and procedures.

## Key Responsibilities & Objectives:

- Support or lead specifically assigned campaigns and events through various tasks and roles.
- Handle campaign operational needs including responding to questions/concerns, mailing materials, data entry, booking transportation, and packing materials (nametags, packets, books, etc).
- Manage event details while working with an Event Director.
  - Examples: Update program changes, order onsite catering, book flights, input communication needs, track RSVPs, book Audio/Visual needs, work with parking plans, and make team meeting agendas, set up and tear down booths at events.
- Be an integral part of PULSE campaigns to execute with excellence through clear communication, good preparation, and attention to every detail.
- Hold different “Matrix Roles” during campaign seasons.
  - This could include overseeing volunteers at events (Volunteer Coordinator matrix role), track incoming corporate sponsorships (Sponsorship matrix role), manage table host tracking at fundraisers (Table host operations matrix role), etc.

## Organizational Responsibilities

- Be a model of Christian integrity, diligence in work and persistence in pursuing and exceeding objectives.
- Develop strong relationships and work in cooperation with other PULSE team members.
- Professional demeanor and approach and behavior consistent with the standards contained in PULSE manuals (i.e. Employee Manual, Financial Management Policy, etc.)

## Other Responsibilities:

- Provide a weekly report to the Senior Operations Director.
- 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.