SENIOR EVENT OPERATIONS ASSOCIATE

Job Status: Full Time
Reports to: Event Operations Director
Department: Global Ministries
Updated: July 2021

POSITION DESCRIPTION
The Senior Event Operations Associate is responsible for the logistical execution of assigned events and campaigns designed to fulfill Pulse's mission to make Jesus known. This includes project management, organization of event details, communication with internal and external resources, and strong attention to detail resulting in the flawless execution of events.

CORE COMPETENCIES:
- A follower of Jesus Christ and in agreement with the Pulse statement of faith and mission
- 5-10 years of event experience
- Excellent relationship and communication skills that are adaptive to all situations and foster internal and external relationships
- Organized and detail oriented, with excellent oral and written skills
- Servant heart and attitude
- Proficient with office systems and ability to learn new systems
- Teachable with the ability to quickly pick up new ideas, processes, and procedures
- Takes initiative to solve problems and can be given direction and run with it

KEY RESPONSIBILITIES & OBJECTIVES:
- Support specifically assigned strategic initiative related campaigns and associated events through various tasks and roles
- Coordinate campaign operational needs including coordinating bi/weekly campaign meetings, tracking all associated event deliverables, ensuring on-time completion of tasks, data entry, booking travel and transportation, and packing materials for conferences/events
- Manage event details while working with an Event Director
    - Examples: update program changes, on-site catering, booking travel, project manage creative needs, track RSVPs, book audio/visual needs, work with parking plans, 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
- Potentially 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:
- A follower of Jesus, in agreement with the Pulse Statement of Faith, mission and values
- Be a model of Christian integrity, diligence in work, and persistence in pursuing and exceeding objectives
- Professional demeanor and approach and behavior consistent with the standards contained in Pulse manuals (i.e. Employee Manual, Financial Management Policy, etc.)
- Follow all policies and procedures outlined in the Pulse employee manual
- Job includes some physical requirements such as lifting, loading/unloading, etc.

OTHER RESPONSIBILITIES:

- Provide a weekly status update to the Event Operations Director
- Engage in personal and team development opportunities presented by Pulse leadership
- Travel as needed (estimated 10-20%)
- Assist and perform any and all other duties as assigned