

*Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms. 1 Peter 4:10*

## Event Specialist Job Description

<b>Job Title</b>	Event Specialist	<b>Pay Range</b>	*\$21.00-\$26.00
<b>Reports to</b>	Development Operations Supervisor	<b>Supervision</b>	May oversee Development volunteers as assigned by the Development Operations Supervisor
<b>Work Location</b>	Hybrid (home and Tacoma Administration Office)		
<b>FLSA Status</b>	Hourly, non-exempt	<b>Data Classification</b>	Category IV
<b>Benefits</b>	Full-time classification (assigned to work 30 or more hours per week) – Medical (including Life/AD&D), Dental and Vision insurance and FSA available first of month following 30 days of employment Full & Part-time classification – EAP, 401K and Vacation available after 90 days of employment, Sick leave (1 hour for every 40 hours worked) accessible on 90 <sup>th</sup> day of employment, and Holiday Pay		

*\*The above pay range is a guideline. For candidates who meet the qualifications of the job, Care Net of Puget Sound's compensation philosophy is to target the 30<sup>th</sup>-50<sup>th</sup> percentile of the range. Multiple factors are taken into consideration to arrive at the final pay rate to be offered. Factors include, but are not limited to, the selected candidates work experience, education, and training as well as internal equity, market and other business considerations.*

### Objectives of this position:

The Event Specialist is responsible for coordinating and managing special events that will build relationships, generate excitement about Care Net of Puget Sound and help raise funds for the organization. This individual will manage event timelines & planning, committee meetings, volunteer coordination, post-event analysis, and relevant relationship details. The Event Specialist will collaborate with the Development Operations Supervisor on all event details. This individual furthers the religious mission of Care Net of Puget Sound by planning events that honor Jesus Christ.

### Qualifications:

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord and is active in a local church.
2. Exhibit strong commitment and dedication to the biblical teachings of the sanctity of life, sexual purity, and marriage.
3. Agree with and be willing to uphold the Statement of Principle, Statement of Faith, and other Care Net of Puget Sound statements and policies related to core ministry principles.
4. Proven experience in office administration, including coordinating tasks and ensuring smooth workflow.
5. Skilled in organizing fundraising events and awareness initiatives that support ministry growth and donor engagement.
6. Experienced in managing volunteers to support events and organizational needs.
1. Proficient computer skills and knowledge of word processing, spreadsheet programs and databases required (Microsoft 365 preferred).
7. Knowledgeable about collaboration platforms including Microsoft Teams, Zoom, and other tools essential for communication and workflow efficiency.
8. Highly organized, detail-oriented, and adept at managing multiple projects, deadlines and priorities.
9. Self-motivated, dependable, proactive and responsible team player who takes initiative and follows through on commitments.

## **Essential Functions:**

1. Event Coordination and Support
  - a. Creates agendas and coordinates/leads event meetings.
  - b. Assists with internal administrative tasks related to event details and team assignments including:
    - i. Creates and supports the event registration webpage.
    - ii. Coordinates seating arrangements/assignments.
    - iii. Coordinates sponsorship fulfillment.
    - iv. Takes ownership for managing and organizing storage unit contents.
  - c. Coordinates with the venue, caterer, and AV support and provides contracts and agreements to the Executive Director for review/approval.
  - d. Assists Marketing and Communications with program timeline and provides Development Operations Supervisor suggested team assignments and solutions for overall event strategy.
  - e. Provides day of event support including:
    - i. Assist with event set up and tear down.
    - ii. Onsite logistics
    - iii. Décor coordination and signage
  - f. Tracks event data, attendance, sponsorships, budget information, communication metrics and post event analytics for reporting and future planning to Development Operations Supervisor and Development Team.
2. Event Volunteer Coordination
  - a. Partners with the Volunteer Coordinator to identify event staff/volunteer needs and shifts.
  - b. Assists Volunteer Coordinator with recruitment of event staff/volunteers.
  - c. Manages event short-term volunteers to ensure roles are understood and work is performed consistent with event expectations.
  - d. Collaborates with Volunteer Coordinator to maintain an up-to-date list of volunteers for development special projects and events.
3. Baby Bottle Campaigns and Sanctity of Human Life Sunday Events
  - a. Supports the Development Administrative Assistant in coordinating churches and volunteers for Sanctity of Human Life Sunday and, as needed, during the three seasonal Baby Bottle Drives to ensure smooth execution and engagement.
  - b. Assists in coordinating outreach efforts in alignment with the Development Strategic Plan to maximize event impact.
  - c. Communicates with churches to schedule participation, provides follow-up as needed, and serves as a liaison for church connections.
  - d. Supports the distribution, collection, and processing of baby bottle donations in accordance with ministry policies during events where the Development Administrative Assistant deems necessary.
  - e. Helps recruit and organize volunteers for scheduling and event-related tasks.
  - f. Assists the Development Operations Supervisor in necessary training efforts.
  - g. Provides after-action insights and feedback to the Development Operations Supervisor and Development Team for continuous improvement.
4. Meetings and Trainings
  - a. Attends 1 to 2 Mission Increase Foundation workshops and/or webinars per year.
  - b. Attends and contributes to staff meetings, retreats, and weekly admin planning meetings with the Executive Director.

- c. Plans, organizes, and leads all event related steering committee meetings.

5. Physical Requirements & Work Environment

- a. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be available to enable individuals with disabilities to perform the essential functions.
  - i. The employee is regularly required to use hands to finger, handle, or feel; talk or hear, and taste or smell. The employee is frequently required to sit, stand, walk, reach with hands and arms, and maintain physical balance. The employee is occasionally required to stoop. The employee is rarely required to kneel, crouch or crawl.
  - ii. The employee will regularly lift and move items up to 10 lbs. The employee will sometimes lift and move up to 25 lbs.
  - iii. Vision requirements include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- b. The work environment described is representative of those an employee encounters while performing essential functions of this job. Reasonable accommodation may be available to enable individuals with disabilities to perform the essential functions.
  - i. The noise level in the work environment is usually moderate; lighting is primarily florescent; works in a shared office with the Development Operations Supervisor and Development Administrative Assistant when working onsite.
  - ii. May experience periods of high stress during event seasons with increased work hours.

6. Image

- a. As a representative of Care Net of Puget Sound, whether at the Center or in your own time, your actions and appearance will reflect on the ministry. It is important to be mindful of your service to Jesus Christ in all that you do as you reflect Christ to others.
- b. Take time for spiritual growth and needs.

Care Net staff members adhere to the mission of Care Net of Puget Sound, its Statements, Operations and the Policy and Procedures of the organization.

**Please click the link below to apply for this position.**

[Click Here to Apply](#)