

HEARTBEAT INTERNATIONAL
Job Description

TITLE: Event Specialist (30 – 40 hours/week; Exempt)

DEPARTMENT: Ministry Services

REPORTS TO: Sr. Director of Academy

REMOTE WORK STATUS: Columbus, OH area preferred. Subject to supervisory discretion, position may be performed remotely.

SUMMARY

The Event Specialist plans and oversees Ministry Services' events and special training and assists with other projects to provide quality training and other related services. All responsibilities are performed in support of and to promote Heartbeat International's pro-life mission, vision, core operational values, and its Christian core beliefs.

RESPONSIBILITIES

Primary Responsibilities (Approximately 80% of Time)

1. Assist the Sr. Director with the planning and execution of events and activities for Ministry Services. This includes developing and maintaining budgets, researching vendors, analyzing past events, and other research helpful in facilitating Heartbeat events that support Heartbeat's mission and achieves Ministry Services' goals and objectives.
2. Responsible for logistics planning and fulfillment for Ministry Services sponsored/hosted conferences and other events and activities as assigned. Determine and, together with internal team (i.e., Conference Core Team), fulfill event needs including space, environment, services, equipment, food, access, participant service and satisfaction, presenter, and exhibitor logistics, etc., within pre-approved budget. Examples of primary Ministry Services events include the Annual Conference and Pregnancy Help Institute.
 - Work within an established budget, keeping Sr. Director informed of all budget-related issues and considerations. Maintain accurate tracking of costs/income during entire event process. Maintain and report statistics/information necessary to evaluate financial aspects/details of events.
 - Schedule facility. Research and evaluate possible facilities, costs, and features necessary for the event(s) for approval. Oversee the negotiation and fulfillment of contracts.
 - Research, secure and fulfill contracts with approved vendors, speakers, and exhibitors.
 - Ensure equipment needs are fulfilled.
 - Arrange for meals, other refreshments, and any related arrangements assuring quality while considering budget parameters.
 - Ensure advertising, registration processing, preparation and ordering of materials or supplies, and related activities are completed accurately and timely.
 - Coordinate with appropriate staff to ensure all event tasks and special projects are assigned and completed.

- Communicate with attendees, speakers, exhibitors, vendors, and all constituents in a manner that supports and demonstrates HB's mission and Christian values/core beliefs.
 - Coordinate Heartbeat staff, volunteers, and onsite event personnel.
3. Assist the Sr. Director and other Ministry Services staff with strategic planning for Ministry Services relative to events.
 4. Coordinate and collaborate as indicated with other staff involved in Heartbeat sponsored/hosted event.
 5. Oversee the completion of activities/responsibilities following the events/activities.
 - Prepare correspondence, forms, spreadsheets, reports for obtaining, tracking, and reporting/evaluating event information and processes.
 - Ensure that invoices/honorariums are correct and paid in a timely manner.
 - Working in coordination with others (such as core Conference Planning team), assist with reports that track registration elements and the finances of the event. Evaluate the effectiveness of the event and efficiency of the planning and implementation processes.
 - Compile, analyze, and report event and evaluation information to Sr. Director, Vice President, and other appropriate staff. Encourage feedback from staff and make proposals for improvements.
 - Maintain appropriate records, files, and reports for the event.
 - Resolve any problems with participants, vendors, or other constituents.

Secondary Responsibilities (Approximately 20%)

1. Assist with other ministry services projects.
2. Make and/or advise on travel arrangements for staff and/or speakers as requested.
3. Assist with other events involving Heartbeat as requested.
4. Special projects as assigned by the supervisor.

SUPERVISION (Received/Exercised)

Receive periodic supervision in the form of parameters for events and materials and periodic review of progress. Make non-routine decisions involving analysis of situations based on parameters established as needed to ensure timely, successful event/product planning and execution. May make decisions not covered by policy in the absence of the supervisor. Plan and organize work to meet deadlines, service affiliates, and prepare a successful event/product/service.

QUALIFICATIONS:

1. College degree in related area and minimum of 2 years event planning or equivalent related experience required.
2. Prior experience in the pro-life movement and with pregnancy help organizations preferred.
3. Strong oral and written communication skills.
4. Proficiency with Microsoft Word and Excel required. Familiarity working with databases helpful.

5. Strong human relation skills for interfacing with staff, affiliates, vendors, other constituencies, and general public. Ability to work cooperatively--with a Christian servant heart--to encourage and support.
6. Must have sound judgment and have a high level of integrity.
7. Must be a self-starter with high initiative, and ability to multi-task and meet deadlines.
8. Must possess excellent organizational and problem-solving skills.
9. Ability to regularly travel overnight (4 – 6 times per year) to fulfill duties.
10. A willingness and desire to serve affiliates and other HB constituencies, including other staff, in support of and to promote Heartbeat International's life-affirming ministry and God's plan for our sexuality. Ability and willingness to demonstrate commitment to the Heartbeat International mission, vision, core operational values, and core beliefs in the execution of position responsibilities.
11. A willingness to share the gospel of Jesus Christ by word and example to encourage affiliates, staff, and others and to contribute to an office environment conducive to supporting HB's ministry of life.