



JOB DESCRIPTION



INFORMATION

Job Title:	<i>Events Development Associate</i>	EEOC Job Classification	Administrative Support Worker
		FLSA Classification	Non-exempt, part-time
Department:	Department	W/C Classification	8868 – Administration/Faculty
Reports To:	Chief Development Officer	Compensation	\$20.00/hour

SUMMARY

Advance the mission and vision of TMUS by assisting with all institutional events and conferences including those hosted by Administration, Development, Admissions, Student Services, Staff Services and the Alumni Relations departments. This position will also assist the President's Office with TMU/S Board of Directors logistics and hospitality during quarterly meetings.

ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Represent the mission of The Master's Seminary to donors, alumni, faculty, staff, students, and guests.
- Communicate the core values of The Master's Seminary including: (1) Expository Preaching, (2) the Local Church, (3) Personal Holiness, and (4) Global Missions.
- Organize, plan and execute all on-campus events for various departments of TMS.
- Organize, plan, and execute all off-campus regional conferences and events.
- Facilitate departmental and institutional vision for individual events.
- Communicate and plan event details in partnership with all relevant departments.
- Carefully ensure quality control, marketing standards, and professionalism.
- Creatively brainstorm ways to elevate TMS events in a way that's personal, institutional, meaningful, and demonstrates "unreasonable hospitality".
- Performs other related duties as assigned.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Excellent written and verbal communication skills.
- Strong organizational and interpersonal skills.
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Exercise confidentiality, good judgment and discernment.
- Ability to coordinate and organize meetings and special events with an emphasis on service and excellent hospitality.
- Demonstrated skill and experience in artistic packaging that is consistent in presentation with the institutional image and branding.

- Proficiency with fundraising software platforms.
- Knowledge of Development rules and regulations.
- Knowledge of budgeting and cost control procedures.
- Familiarity with customer records management (CRM) software and/or fundraising software.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent.
- At least one years' experience in a service or hosting role.
- Proficient in Microsoft Office Suite or similar software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; has full dexterity of hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- Some travel with overnight stay expected.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.