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| Job Title: | Event Administrator |
| Reports To: | EA Manager |
| Department: | Operations |

Purpose: The purpose of the Event Administrator is to collaborate with the Regional Directors in following an established timeline for managing and completing each event.

Major Duties and Responsibilities:

- Follow and complete steps on event timeline.
- Input required information into DonorView.
- Answer phone calls about events and assist volunteers with inquiries.
- Email communication with teammates and field staff.
- Fulfill special requests from leadership and field staff.
- Manage and organize group requests from volunteers and churches.
- Communicate effectively and in a timely manner with field staff and volunteers via email, phone, and mail service.
- Communicate with facility representatives regarding security lists and unit requirements.
- Collect, correct, and distribute special forms required by units.
- Use project management tool for tracking progress.
- Prepare, pack and ship materials for events.
- Make packets for events utilizing current material.
- Follow Inventory/Merchandise purchase guidelines set up by Warehouse Manager.
- Send promotional materials out as requested to Regional Directors, local teams, churches, etc.
- Creating profiles within DonorView.

Knowledge, Skills, and Abilities: The ideal candidate will have experience in the following:

- Bachelor's degree preferred
- Three to five years of previous full-time experience, similar related experience
- Excellent oral and written communication skills (including phone & client service skills)
- Proficient in computer technology
- A self-starter and team player
- Excellent time management and organizational skills

Working Conditions:

- Full-time, onsite.
- Some evening and weekend work is required.

This job description should not be construed to imply that these requirements are the exhaustive duties and responsibilities, nor are the requirements of knowledge, skill, and abilities, without consideration of other areas of experience and expertise that could compensate for additional responsibilities.