



**Turning Point for God
Job Opening – San Diego Headquarters**

ASSISTANT EVENT COORDINATOR

Turning Point for God is the radio and television ministry of Dr. David Jeremiah, senior pastor of Shadow Mountain Community Church. It is an international ministry with a vision to reach every language group in the world with the Gospel and the teachings of God's Word. From a modest beginning over thirty-seven years ago, Turning Point is now accessible by 2.5 billion people worldwide every day through radio, television, and the Internet.

The following reflects management's definition of essential functions for this position, although this list is not all-inclusive to what tasks may be assigned. Turning Point reserves the right to modify job duties or job descriptions at any time.

Position Summary:

The Assistant Event Coordinator reports directly to the Events Coordinator and works with the Events Team to book, plan, market and coordinate all the logistics internally and externally to ensure that all Turning Point Events run smoothly and successfully for God's glory.

Essential Functions:

- **8-10 Events/Year**
 - Conduct research for venue possibilities.
 - Review radio and paid advertisement contracts for events.
 - Assist with ordering event operation supplies, event signage, and ensure appropriate décor (florals, linens, color schemes, etc.) to meet the quality expectations of Turning Point.
 - Supply marketing materials in each city to participating churches, stations and arenas.
 - Assist with executing seasonal vendor contracts and booking of all venues, speakers, talent, production and hospitality.
 - Assist with communication of all event planning activities across all Turning Point departments.
 - Assist as liaison with vendors on event-related matters.
 - Supervise and manage completion of all projects within each department.
 - Assist with preparing budgets for each event.
 - Assist with research and book hotels and transportation for all staff attending the event where needed.
 - Communicate details to staff before and during the rally as well as oversee their return home.
 - Work with Assistant to COO to communicate details to staff before and during the rally as well as oversee their return home.
 - Assist with operations and logistics on the day of the event. Operations to include: Ensure all staff gets where they need to be and when, manage book tables, and backstage, delegate meet and greets, monitor doors, support donor involvement, coordinate volunteers, assist with post-show, clean-up, prepare shipment and assist with getting staff home.

- Work with warehouse to schedule, pack up and ship all needed items.
- Research and coordinate with Radio partners.
- Liaison with local ambassadors.
- Manage rally volunteer process.
- Assist with special events projects as needed.

Qualifications:

- Experience working closely with team members
- Experience preferred with planning/managing an event in a major venue or arena with multiple thousands in attendance
- Have a strong understanding of event marketing
- Must be able to anticipate project needs, discern work priorities, and meet deadlines with little supervision, and be willing to work occasional evenings and weekends
- Strong organizational skills
- Experience with Microsoft Excel, Word, Outlook
- Experience with Planning Center preferred
- Ability to be a good representative of Turning Point to all staff, hotel personnel, arena staff, radio personnel etc.
- Be self-motivated with a willingness to learn
- Must work well under pressure and be flexible
- Energetic, team-player

Travel:

- 25-40 days per year

Education:

- BS/BA degree and 2 years of administrative or customer service related experience

Other Requirements:

- Position is full-time in Turning Point's international headquarters in Lakeside, CA.
- Must be a like-minded believer and share our passion to deliver the unchanging Word of God to an ever-changing world.

Please email your resume, cover letter and Christian testimony to jobs@davidjeremiah.org