



JOB DESCRIPTION

CLASSIFICATION:	Exempt/Salary
POSITION:	<u>Training Event Specialist</u>
EMPLOYMENT STATUS:	Full Time
SUPERVISOR:	Senior Director of Training
ALIGNS CLOSELY WITH:	Manager of Communications VP Finance

ORGANIZATIONAL OVERVIEW: Shared Hope International is a 501c3 nonprofit headquartered in Vancouver, Washington with an office in Arlington, Virginia. Shared Hope International works to combat sex slavery globally and restore the women and children who are victimized by this crime. Since 1998, Shared Hope International has partnered with local groups, raising them up through support and management assistance to enable them to perform critical intervention, rescue and restoration.

POSITION OVERVIEW: Shared Hope International is a dynamic workplace that requires a passionate, dedicated team member with a great sense of humor and the ability to multitask and manage changing priorities, as well as the ability to prioritize multiple demanding responsibilities and meet deadlines with minimal supervision. This position is ideal for a confident, independent, self-starter who also has humility, patience, and pride in quality and dedicated performance. This is a full-time position critical in achieving long-term objectives in accomplishing an environment of justice and care for victims of sex trafficking. Our work responds to events and opportunities as they arise – there are times when long hours are required and times when they are not. Shared Hope International is results-oriented and expects the same from all team members.

RESPONSIBILITIES:

- Start to finish planning and administration of annual conference event logistics, including for example, oversight of vendors, submission of accreditation applications, and management of exhibitors, volunteers, and presenters.
- Collaborate with program staff to plan, de-conflict and/or leverage parallel events
- Develop and oversee production of all event materials, programs, and promotional materials
- Captain ongoing internal and external communications regarding event details with staff, presenters, exhibitors, volunteers, and vendors
- Collaborate with Communications Manager on all aspects of promotion and contact management, the securing of sponsors, collateral management, and more
- Direct conference website updates and provide content
- Implement evaluation and process results to presenters

QUALIFICATIONS:

- A minimum of three years of experience in large-scale event management, or five years of experience in event staffing and support
- Committed interest in and capacity for the issues surrounding human trafficking, sexual exploitation, sex abuse of children
- Excellent administrative, organizational and time management skills, planning abilities, and attention to detail
- Experience in community relations, office administration/clerical and/or project administration
- Demonstrated project management and event planning skills, including events with attendance of 800+
- Advanced computer skills including high proficiency in Microsoft Office suite and competency with Fonteva or similar event application
- Strong written and verbal communicator, in person and on the telephone
- Demonstrated experience in multi-tasking, meeting deadlines and goals
- Ability to balance creative tasks with operational/administrative tasks
- Proven problem-solving skills and capacity to adapt quickly to changing and challenging environments
- Proven conflict-resolution skills
- Commitment to teamwork, growth, and transparency
- Flexibility for travel

ABILITIES:

1. Ability to stand or sit for prolonged duration
2. Ability to perform repetitive finger, hand, and arm movements
3. Ability to lift 25 lbs.
4. Talking-giving verbal instructions in close range, and speaking over the phone
5. Able to perform simple math
6. Ability to utilize electronic equipment such as computer, 10-key, telephone, etc.
7. Ability to think critically and provide appropriate solution

Work location: SHI offices in Arlington (Rosslyn), VA

Disclaimers:

1. SHI is an "At-will" employer. *This job description is provided for informational purposes only and does not form the basis of a contract.*
2. This description is intended to provide an overview of the responsibilities and duties of the position. It is not all-inclusive. The incumbent in the position will be expected to perform other duties as required. The responsibilities may change over time.

Salary DOE within competitive nonprofit range based on verified experience. 401K employee match available, health insurance benefit with \$100 employee contribution and performance based salary increases.

Qualified candidates should email Elizabeth@sharedhope.org with a Cover letter, Resume, a list of three (3) professional references with contact information (Name, Phone, and email address).