

Operations Associate

Job Status: Full time, Exempt

Reports to: Rob Roozeboom, Founder & President

Updated: October 2022

Primary Objectives of Position

Management of materials, processes, and systems to keep all areas moving on time for a resourced and cohesive campaign.

Core Competencies:

- + Well organized and able to coordinate several tasks simultaneously, with great attention to detail.
- + Proficient in Google calendar, Google docs, Numbers (Excel), and Pages (Word).
- + Professional communication and demeanor in person, on the telephone and in written communication.
- + Ability to work independently with little supervision.
- + Flexible and adaptable to changing environments.
- + Follower of Jesus Christ and in agreement with Rise Ministries Statement of faith.

Key Responsibilities:

- + **Arrangements and Logistics**
 - o For each event, work closely with the Director and venue for contract, insurance, and onsite arrangements.
 - o Determine onsite room needs; backstage, green rooms, prayer rooms, lobby needs.
 - o Work through physical arrangements with production company or venue (i.e. parking, stage requirements, tables, tents, chairs, ADA, hotel needs, rooming lists, etc.).
 - o Finalize onsite needs; merchandise, radios, signage, tickets, donor needs, volunteers, etc.
 - o Complete details for travel including materials needed, plan for transportation and packing, bus/trailer, etc.
 - o Problem solve and strategize to better streamline communication and organizational processes.
- + **Staff**
 - o With President/Director, create a hiring plan to bring on team members when needed.
 - o Build out an operations team to cover the scope of the event.
 - o Determine onsite staff roles and prepare for execution of the event through staff meetings and walk-throughs where plans are confirmed.
- + **Calendar and Communications**
 - o With the President/Director, set the calendar for the event with any bench mark events along the way (pastor gatherings, donor events, etc.).
 - o Create a communication needs list based on the overall event strategy.
 - Digital assets: social media, emails, website, etc.
 - Physical assets: posters, flyers, signage for onsite, credentials, etc.
 - Other: ProPresenter/Keynote presentations, lower thirds for screen, etc.
 - o Keep communications needs on track for delivery according to schedule.
- + **Other Responsibilities**
 - o Engage in personal and team development opportunities presented by RISE Leadership.
 - o Professional demeanor and approach and behavior consistent with the standards contained in RISE manuals where applicable (i.e. Employee Manual, Financial Management Policy, etc.).
 - o Develop strong relationships and work in cooperation with other RISE team members.
 - o Engagement with the RISE vision, mission and values.
 - o Other duties and responsibilities as assigned by the President.