



POSITION ANNOUNCEMENT
Campus Events & Community Relations Manager

Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christ-likeness for lifelong learning and service.

Mount Vernon Nazarene University (MVNU) is an intentionally Christian teaching university for traditional age students, graduate students, and working adults who seek opportunities to learn and grow in an academic community of faith. The University provides the context for a transformational experience through excellent academics, service opportunities, caring relationships, and a nurturing spiritual and social environment. Faculty, staff, and students are challenged to achieve their highest potential, to become increasingly Christ-like and to make a difference in their world through lifelong service.

The University seeks a full-time, 12-month, **Campus Events & Community Relations Manager** for its University Relations Office on the Mount Vernon Main Campus. The position reports to the Assistant Vice President for Development and is available immediately, upon appointment of a successful candidate. The University pay grade for this position is "D". A full complement of benefits is provided, including a health care plan, retirement contributions and tuition assistance (self and dependents). The candidate will also receive generous holidays, and vacation and sick days.

Responsibilities for this position include:

- Responsible for recruiting, scheduling, supporting and billing external conferences and events on the main and downtown campuses
- Schedule and coordinate all non-academic event meeting facility usage utilizing the University's facility use tracking software and internally developed tools
- Schedule and coordinate all summer housing
- Generate contracts, invoices, and other related documentation
- Act as the liaison between event organizers and affected campus departments including Facilities Services (Housekeeping, Safety), Information Technology Services, Accounting and others as needed
- Work closely with the Facilities Services management team to ensure appearance, cleanliness, and care of spaces used for conferences and events, and the care and inventory of related equipment
- Maintain appropriate contact with event representatives, before, during and after each event to ensure all arrangements have been completed and address any last-minute issues
- Communicate and resolve problems effectively and in a timely manner with event organizers and clients

- Be proactive in developing conferences/events and business relationships through networking, membership and leadership in trade groups, community organizations, and convention and visitor bureaus
- Work with the University's Marketing Department to revise supporting material (website, brochures, etc.) as necessary
- Develop an understanding of external event risk management issues, and monitor compliance with University policies and government regulations
- Work in a spirit of collegiality with internal event organizers to ensure realization of the University's facility use priorities
- Other duties as needed and assigned

Expectations for the successful candidate:

- Evangelical Christian statement of faith, experience and mission fit
- Communicate effectively both orally and in writing
- Approaches every assignment and responsibility from a Christian perspective, exhibiting ethics, integrity and professionalism in all dealings
- Use computer software, enterprise software solutions, and other office equipment to effectively complete tasks and manage projects
- Exhibits good judgment in decision-making based on University guidelines
- Shows initiative to anticipate and attempt to resolve all problems/issues/needs while maintaining essential services
- Bachelor's degree in related or relevant field supplemented with five or more years of related experience in marketing, sales, or event management experience
- Requires the ability to monitor events and services from a standing or sitting position for long periods of time and to rapidly move from one event location to another
- Ability to work a flexible schedule including evenings and weekends
- Ability to tolerate periods of sustained computer work
- Ability to set-up, tear down, move furniture throughout buildings
- Ability to lift up to 50 pounds

To be considered for this position, please email a resume to humanresources@mvnu.edu and complete the application, found at: <http://mvnu.edu/jobs/application>. Applicants submitting materials via email should attach either a Microsoft Word or .PDF File. Alternatively, materials can be faxed to (740-397-1005), or mailed to:

Mount Vernon Nazarene University
Human Resources
800 Martinsburg Road
Mount Vernon, OH 43050

Professional and personal references are required, consistent with the responsibilities associated with this position. A background check will be performed prior to appointment. Professional and personal references are required, consistent with the responsibilities associated with this position. A background check will be performed prior to appointment. Mount Vernon Nazarene University is committed to fostering a non-discriminatory campus environment in which community members can learn and work. MVNU prohibits discrimination on the basis of race, sex, age, color, national

origin, disability, marital status, or military service in the operation of all University programs, activities, and services. As a faith-based institution, the University is exempted from certain laws and regulations concerning discrimination. The University maintains the right, with regard to its lifestyle covenant, employment, and other matters, to uphold and apply its Christian beliefs related to, among other issues, marriage, sex (gender), gender identity, sexual orientation, and sexual activity to the fullest extent permitted by law. Thus, MVNU attempts to make all policies and decisions within the doctrinal and moral convictions of the Church of the Nazarene (e.g., Articles of Faith, Covenant of Christian Conduct including the Statement on Human Sexuality and Marriage, Covenant of Christian Character, and the Statement on Discrimination, 915).