



**JOB DESCRIPTION**

Position: **Executive Assistant & Event Coordinator**  
Reports to: **Executive Director, San Diego Half Marathon**  
Position Status: **Full-Time, Non-Exempt**

Department : **Miles Ahead**  
Effective: **July 2011**  
Replaces: **New Position**  
Position Number: **RC-32-11**  
Posting Date: **July 25, 2011**  
1<sup>st</sup> Closing Date: **July 29, 2011**

**Position Summary:** The Executive Assistant and Event Coordinator assists in the daily operations for the San Diego Half Marathon (SDHM) event at Petco Park. The position will interface with all facets of the race, helping the leadership team implement the mission including: sponsorship administration, marketing administration, community relations, social networking, customer service, and operations administration. The Executive Assistant and Event Coordinator works under the direct supervision of the Executive Director, SDHM.

**Job Responsibilities and Duties:**

1. Assist Executive Director with event-related logistics including payments processing, meeting coordination, and action item follow up.
2. Assist Sponsorship Director with tracking and implementation of deliverables of signed Sponsorships.
3. Assist marketing efforts with implementation of production of materials, tracking of Ambassadors, and inventory management.
4. Provide first line of evaluation and response to phone calls and emails to SDHM information line, including registration and payment issues.
5. Manage teams of 10 for race logistics.
6. Shadow Executive Director on race weekend to assist with event execution as needed.
7. Work with Volunteer Director to recruit necessary volunteers to assist with above responsibilities, particularly Ambassador management and Team management.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Executive Director, SDHM.

**Job Skills and Requirements:**

1. Previous experience as an executive assistant.
2. Previous experience managing events.
3. Ability to think and work independently with professionalism.
4. Experience in conflict resolution.
5. Proficient in PC/MAC computer knowledge, particularly MS Office.
6. Strong verbal and written communication skills.
7. Strong organization skills with proven track record of ability to multi-task.
8. Self-motivated and flexible.

**Expectations of Staff:**

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Proactive participation in the Governance system.
4. Successful completion of a background check.
5. Pleasant and professional personality and appearance.
6. Attendance at all mandatory meetings (and events, as needed).
7. Demonstrate biblical stewardship in all areas of life, including a tithe of 10% to the church that you attend regularly.
8. Signed acknowledgement of the Miles Ahead Statement of Faith.
9. Adheres to policies and procedures as stated in the Miles Ahead employee handbook.

**Physical Requirements**

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.

**Employment At-Will:**

All employees of Miles Ahead are at-will, and as such, are free to resign any time without reason. Miles Ahead likewise, retains the right to terminate and employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of Miles Ahead has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.