



Event Administrator Job Description

Job Title: Event Administrator

Reports To: Director of Programs and Events

Location: Dallas, Texas (Hybrid: Office & Event Locations)

Type: Full-Time, Hourly

Position Summary

Project Unity seeks a highly organized and detail-oriented Event Administrator to assist with managing all administrative functions for our programs, events and initiatives. This special person will work alongside the Director of Programs and Events to help orchestrate data, reports, expense records, documents and other administrative functions that are imperative to supporting the execution of programs and events and accurately reporting our impact to our key stakeholders, grantors and community.

The Event Administrator may also assist with set up and breakdown efforts, and provide on-site support as needed to ensure that every event aligns with our quality standards and program goals and objectives. This key team member will contribute to supporting over 100 programs and events annually touching on Project Unity's four signature programs and events – Together We Ball, Together We Learn, Together We Dine and Together We Sing.

This role is essential to supporting our program expansion and requires someone who has a strong interest in mission driven work around community building, inclusion and belonging, race relations, relationship with law enforcement and social justice matters. The ideal candidate does not mind being the support behind the amazing work that we do. You must thrive under pressure, flawlessly manage administrative details, extremely knowledgeable with Excel and other MS applications, possess strong communication skills, budget and financial savvy, and have the amazing ability to multi-task.

Core Responsibilities

- **Data management:** Track and maintain attendee and registration data, feedback survey data, volunteer data, grant and funding data, and other related program and event data
- **Reporting:** Manage and produce weekly, monthly and quarterly reports including volunteer reports, program and event report data for partners and sponsors
- **Programs and Events:** Produce event materials including name tags, check-in lists, presentations and other materials specific to each program
- **Record Keeping:** Prepare and maintain program and event records for use in creating reports, grant creation/funding requests, marketing materials and other documents
- **Administrative:** Assist with managing gift inventory, track distribution of program materials, apparel, and gifts; track and order program supplies, assist with volunteer and staff recognition program; maintain the event calendar and program schedule; assist with food and beverage coordination for team and board member meetings; create correspondence and mailings
- **Financial:** Assist with monthly budget planning, expense reconciliations and financial reports
- **On-Site Execution:** Assist onsite with event setup, breakdown, registration process, and other functions, as needed
- **Cross-Functional Work:** Work with team members to complete event and program administrative functions including the Social Media Coordinator, Marketing Coordinator and the Event Program Coordinator

Required Skills & Qualifications

- **Experience:**
 - Bachelor's degree (or equivalent experience), preferably in nonprofit management, event/ hospitality, program management office (PMO), marketing or a related field
 - Minimum of 5 years of experience in administration or event support role

- **Communication:** Exceptional verbal and written skills to interact with a diverse sponsor and partner portfolio, volunteers, vendors, and internal team dynamics. Ability to naturally write, proof and edit communications.
- **Problem-Solving:** Strong ability to remain calm, think critically, and resolve issues under situational and time constraints.
- **Organization:** Exceptional multitasking skills with the ability to balance multiple moving parts simultaneously without stress. Strong organizational skills and can understand how to best organize to achieve the event goals and objectives. Ability to prioritize work effort and flexibility to adjust priorities as needed.
- **Tech Literacy:** Proficiency with event management software (e.g., Eventbrite, Survey Monkey), MS Office Suite with strong proficiency with MS Excel managing data, formulas, pivot tables with little to no direction.
- **Flexibility:** Willingness to work non-traditional hours, including evenings, weekends, and holidays, based on event schedules.
- **Professionalism & Work Ethic** - Exhibits professionalism, strong business acumen, and appreciates traditional work ethic values.
- **Must be able to** lift boxes, move tables and chairs when helping with event set up, stand for long periods of time when needed, have the stamina and energy for long days when required.

The Event Administrator will show commitment to Project Unity's mission of fostering community unity, meaningful dialogue experiences and community educational programming involving law enforcement.

Benefits:

- o Mobile Phone Stipend
- o Mileage Reimbursement
- o Benefits Allowance Payment
- o Unemployment Benefits Coverage
- o Worker's Compensation Coverage

- o Overtime Pay
- o Matching Contribution to Employee's FICA Withholdings

Disclaimer: The above description contains examples of job duties that might be performed by an employee assigned to this role. Project Unity is a growing organization, and the work environment is fluid due to our ability to respond to evolving community needs. Roles and responsibilities may be altered to accommodate changing conditions and our organizational goals and objectives. Accordingly, employees may be asked to perform duties that are outside the specific work that is listed. This is not an exhaustive list of all responsibilities, duties and/or skills required for this role.