Exhibits Assistant

Urbana 18 (Operations Team)

Position Description

Supervised by: Urbana 18 Exhibits Manager

 Status: Full-Time (40 hours) / Non-Exempt / Ongoing (position starts 2/8/18; position ends 1/28/19)

Location: Preferred: InterVarsity’s National Service Center (NSC) - Madison, WI

**To advance the purpose of InterVarsity, this position will** provide administrative support to the Urbana 18 Exhibits Manager.

MAJOR RESPONSIBILITIES

Provide Administrative Assistance to the Urbana Exhibits Manager:

* Help organize systems to ensure the effectiveness of Urbana Exhibits
* Attend Urbana Operations Team meetings and other pertinent Urbana meetings, taking minutes as requested
* Develop and maintain Exhibits electronic and hard copy files
* Manage timeline of deadlines and deliverables
* Process exhibitor registrations and payments as needed
* Act independently on behalf of the Exhibits Manager as needed
* Perform other duties and projects as assigned
* Travel to conference site and team meetings as needed

**Facilitate Communication:**

* Communicate with internal and external individuals and organizations on behalf of the Urbana 18 Exhibits Manger
* Respond to exhibitor emails and phone calls while maintaining an email and phone call log
* Maintain a standard response document for frequently asked questions
* Communicate with the Infoline regarding pertinent exhibitor information
* Distribute Exhibits information as needed and regularly monitor Exhibits reports
* Assist with the creation and sending of targeted communication to exhibitors
* Assist with Exhibitor recruitment by providing support in executing the recruitment plan, and by

working to create and implement social media posts

* Assist with the creation and distribution of all on-site exhibitor communications
* Support training for exhibitors

**Assist with Exhibits on-site at Urbana 18:**

* Assist with exhibitor check-in, the Exhibit Hall office management, and Exhibit Team management
* Answer questions and resolve basic exhibit problems/concerns from exhibitors, Exhibit Team members, and participants

Develop a personal prayer and financial support base:

* Secure and maintain a group of ministry partners who will participate through prayer and financial support
* Conduct at least one funding request with supporters to offset ministry costs
* Nurture donor relationship through phone calls and prayer letters as appropriate
* Ensure compliance with national fund development guidelines

**QUALIFICATIONS**

* Annually affirm InterVarsity’s Statement of Faith
* Shared value in the mission of Urbana – *To compel this generation to give their whole lives for God’s global mission*
* Bachelor’s Degree or equivalent experience required
* One year of work experience in Administration
* Attendance at a previous Urbana conference preferred
* Strong oral and written communication skills – previous writing, publication, and social media experience preferred
* Demonstrated ability and commitment to work in a diverse team environment
* Ability to develop work procedures, organize workflows and details
* Ability to work well under stress
* Ability to handle information in a confidential and professional manner
* Strong call to the advancement of mission
* Ability to work independently
* A working knowledge of current Microsoft software applications (Word, Access, Excel, and PowerPoint) is preferred
* Open to learn new concepts, methods, and skills
* Ability to accurately touch-type 60 words per minute

# Exhibits Assistant

InterVarsity Christian Fellowship/USA

**Frame of Reference**

All staff members subscribe annually to the Purpose Statement of InterVarsity:

*In response to God’s love, grace and truth:*

The purpose of InterVarsity Christian Fellowship/USA is

to establish and advance at colleges and universities

witnessing communities of students and faculty

who follow Jesus as Savior and Lord:

growing in love for God,

God’s Word,

God’s people of every ethnicity and culture

and God’s purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God’s people. Within the context of InterVarsity’s purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

*Values:*

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

*Maturing Disciple of Jesus Christ:*

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: “The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self control.” In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

*Team Work*:

Each individual staff person is a vital member of Christ’s body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. “Whatever your task, work heartily, as serving the Lord.” (Colossians 3:23a)