

The Events team at Mission to the World is seeking a full-time events specialist.

The events specialist works alongside the events director, the events assistant, and other departments within MTW to ensure logistics and organization of events. This role will require excellent administrative duties to manage event cost containment, to eliminate overlapping responsibilities, to develop advantageous vendor relationships for better service and cost, and to assure excellent participant experience and overall continued improvement of events. Some travel (domestic and international) will occasionally be required, as well as extra time spent during the execution of events. This position reports to the events director.

The job requires attention to detail, computer proficiency, critical thinking, and creative problem-solving skills. Candidates must be trustworthy, flexible, and able to prioritize and handle a wide variety of tasks. This role is highly administrative, but candidates should also be able to be on their feet for several hours at a time, as well as able to lift boxes and bend down to stock shelves. This position is based out of the MTW home office in Lawrenceville, Georgia.

If interested, please mail or email your resume to:

Mission to the World
Attn: Human Resources
1600 North Brown Road
Lawrenceville, GA 30043

Email: work@mtw.org

FAX: 678.823.0027