Title: Event Coordinator, Polaris Young Adult Christian Leadership Initiative

Position:	Event Coordinator, Polaris Young Adult Christian Leadership Initiative
Department:	Hospitality and Events (embedded, funded by Polaris)
Full-time or Part-time:	FT Exempt, 5-Year Grant-Funded Term Position (2027-2031)
Hours per week:	35
Months per year:	12
Salary Range:	$60,000-$65,000 (commensurate with experience)
Work Schedule:	On Campus; PTS Office Hours; evenings and weekends during events; travel required
Reports to:	Hospitality & Events Associate Director (dotted line: Senior Program Director, Polaris Young Adult Leadership Network)
Submit application to:	apply.hospitality@ptsem.edu

Job Purpose

The Polaris Young Adult Christian Leadership Initiative at Princeton Theological Seminary is a major initiative that cultivates the faith and leadership formation of young adult Christian leaders across the United States. Polaris convenes a substantial and growing calendar of in-person gatherings each year (retreats, summits, design sprints, conferences, and partner convenings) held both on-campus and at off-campus sites. The Events Coordinator is embedded within the Seminary's Hospitality and Events team and is responsible for all event-related logistics for Polaris's on- and off-campus events across its three program arms: the Polaris Young Adult Leadership Network, the Polaris Research Initiative, and the Polaris Collaborative. This position plans and implements event logistics, including vendor and venue management, travel and lodging coordination, and day-of event support, ensuring each Polaris gathering runs smoothly from initial planning through post-event follow-up. Event priorities are routed through the Senior Program Director, and this role liaises closely with Polaris's program team; this position's time may support other Continuing Education programs as capacity allows.

Essential Functions

Event Planning and Logistics 60% of time

- Serve as the primary point of contact for all Polaris on-campus and off-campus events, retreats, and convenings, including design sprints, leadership summits, fellowship and ambassador retreats, the Faith and Flourishing Conference, Collaborative Partner convenings, and staff retreats.
- Coordinate all aspects of Polaris events from initial planning through post-event follow-up, working closely with the Executive Director and Senior Program Director on event priority, sequencing, and scheduling across a multi-year, multi-site calendar.
- Schedule all Polaris event space using the Seminary's master calendar, integrating Polaris events with the Seminary's events.
- Conduct site visits and coordinate logistics for off-campus and national retreat and gathering locations as needed, including venues outside of New Jersey.
- Contract rental agreements for off-campus events; ensure signed contracts and appropriate insurance are received in collaboration with the Continuing Education Business Manager.
- Serve as a liaison to campus partners including Facilities, Media Services, Dining Services, Chapel, and Public Safety Offices for on-campus Polaris events.

- Order and manage catering for Polaris meetings and events using PTS Dining Services and external caterers, working closely with the Events and Hospitality team to book spaces; coordinate with vendors for event support such as swag and registration table supplies.
- Organize lodging blocks and reservations for Polaris on- and off-campus gatherings, and prepare specialty printed materials (nametags, table tents, participant gifts, agendas, campus maps).
- Serve as the primary liaison to the Seminary's travel agency for booking flights for event leaders and participants attending Polaris retreats and off-campus gatherings.
- Monitor approved vendor contracts and adjust event logistics as needed to ensure successful outcomes; ensure compliance with institutional policies, space-use guidelines, and risk-management procedures.

Event Support and Day-of Logistics 20% of time

- Provide day-of event support for all Polaris gatherings, including registration table management, securing event supplies, and real-time problem-solving.
- May oversee student staff who provide support at Polaris events.
- Maintain well-documented, accurate, and up-to-date event files for each Polaris gathering to serve program leadership in the most expedient, organized manner.
- Schedule after-action reviews for each major Polaris conference, retreat, or convening with individuals from the Polaris and Hospitality and Events teams.

Financials and Reimbursement 10% of time

- Ensure vendor deposits and invoices related to Polaris events are sent and processed by campus partners in a timely manner.
- Support the Continuing Education Business Manager and Polaris program staff with invoice preparation, event budget tracking, and other administrative financial tasks to ensure timely and accurate billing.

Continuing Education and Institutional Support 10% of time

- Support non-Polaris Continuing Education and Hospitality & Events programming as capacity allows, after Polaris event needs are prioritized.
- Participate in Hospitality & Events team meetings and relevant Polaris team meetings.
- Serve as requested on committees, task forces, and community groups; partner with standing committees and peer organizations in the region to share best practices and build partnerships.

Qualifications and Skills

- Minimum 5 years of experience in conference or event planning required.
- Bachelor's degree preferred; 3-5 years of experience in a higher-education setting preferred.
- Detail-oriented, with excellent organizational skills and the ability to manage a complex, multi-site, multi-year event calendar.
- Excellent communication and interpersonal skills; strong decision-making ability under time pressure.
- Proficiency with an event management system and Microsoft Office 365 applications required.
- Full understanding of the components of event management; experience with database management systems.
- Interest in young adult ministry, faith-based programming, or higher education preferred.
- Flexibility to work evenings and weekends and to travel regularly, including multi-day travel to off-campus and national retreat and convening sites.

- Demonstrated commitment to diversity, equity, inclusion, and belonging, with experience working effectively across diverse racial, ethnic, denominational, and organizational communities.

Other duties as assigned.

Other Functions

Support the Erdman Center's front desk associate as needed, including answering phone calls, guest check-in and check-out, and making guest reservations.

Physical / Environmental Demands

Ability to be mobile on campus with any needed accommodation. Works in an office environment; lifts up to 20 lbs. Remains in a stationary position approximately 25% of the time; wrist and hand movement related to computer work. Position requires regular travel, including multi-day trips to off-campus and national event sites, and evening/weekend availability during events.

This description reflects the essential functions of the position; it does not restrict tasks that may be assigned or changed at any time.