



IDENTIFY★EMPOWER★ORGANIZE

## JOB DESCRIPTION

**Job Title:** Events Coordinator  
**Location:** TPUSA Headquarters  
**Employment Type:** Full-Time  
**Start Date:** May 2017

**Company Description:** Turning Point USA is a 501(c)(3) grassroots nonprofit organization dedicated to educating students about the importance of fiscal responsibility, free markets, and limited government. With a presence on over 1,000 college campuses in all fifty states, Turning Point USA is one of the largest youth organizations in the country. Our primary focus is to identify, educate, train, and empower student activists to stand up for their values on all high school and college campuses.

**Job Description:** The Events Coordinator is responsible for planning, organizing, and executing successful TPUSA conferences and events with the help of other team members. TPUSA hosts 4-5 national student conferences each year including the Young Women's Leadership Summit and Winter in West Palm Beach Activist Retreat. TPUSA also hosts a variety of Regional Conferences, training events, and fundraisers. Specific duties for the Event Coordinator consist of communicating with event attendees, inviting guest speakers and lecturers, booking travel arrangements, coordinating agendas and schedules, preparing event materials, developing event floor plans and décor plans, researching and visiting potential venues, designing promotional materials, communicating with media, coordinating hospitality arrangements, managing events on-site, managing staff teams during events, and a variety of other duties related to the planning and execution of TPUSA events.

### Required Skills and Qualifications:

- Excellent oral and written communication skills
- Impeccable organizational skills (you need to *love* organizing)
- Knowledge of Google Drive (Google Docs, Sheets)
- Ability to multi-task and manage a wide range of responsibilities
- Passion for conservative ideas and principles
- Positive attitude
- Strong work ethic and goal-oriented
- Self-starter and self-motivated
- Punctual and very responsive

**Application Instructions:** Please submit a one-page resume and one-pager cover letter that explains why you would be a great fit for this role to the National Field Director at [crystal.clanton@tpusa.com](mailto:crystal.clanton@tpusa.com).