

**Church of the Nazarene, Inc.**  
**Job Description Summary**

**Title:** Event Logistics Assistant  
**Department:** General Secretary's Office  
**Reports To:** Administrative Director

**Summary:**

*This position is temporary through August 2023.*

This person will provide essential pre-event and onsite support for the 2023 General Assembly and Conventions. Duties will include assisting with event software tools, event space and schedule management, registration, and other projects as assigned. This position is temporary through August 2023.

Please contact Human Resources at [humanresourcesgroup@nazarene.org](mailto:humanresourcesgroup@nazarene.org) for more details on the job description and qualifications. Thank you!