



Event Supervisor

Aurora, IL

Your Role:

Lead and execute Feed My Starving Children (FMSC) MobilePack™ events across the U.S. Complete pre- and post-event logistical and administrative tasks. Perform general labor and warehousing tasks at events.

Pay, Schedule & Benefits:

- This is a full-time, exempt (salaried) position. Work schedule varies based on event schedule and includes weekday, weeknight, and weekend hours.
- Approximately 12-15 days/month all-expenses-paid domestic travel is required (approximately 3 MobilePack™ events/month - commonly Thursday through Sunday). Approximately 50% of events are local and 50% out of state.
- [Benefits](#) include health insurance, 401k with employer match, PTO, FSA, dental, vision, and more.

What You'll Do:

- Execute MobilePack™ events: coordinate on-site logistics; manage food production; lead and provide work direction to Event Team Leaders; and follow standard operating procedures.
- Perform all aspects of Event Team Leader duties at events as necessary, including:
 - Educate volunteers on the FMSC story and mission, and instruct them on how to package food product.
 - Ask volunteers to donate through financial gifts and/or by purchasing products from the MarketPlace™ store.
 - Maintain the flow of supplies and finished product around the packaging and warehouse areas.
 - Label inventory, palletize boxes, and wrap and strap pallets.
 - Operate powered industrial forklift and pallet jack to organize inventory and load/unload shipments.
 - Lead a brief Christian prayer, inviting volunteers to pray over the packaged food.
- Uphold workplace safety, food safety, and food quality policies and procedures.
- Cultivate cooperative relationships with event hosts prior to, during, and following the event.
- Confirm and finalize pre-event details: paperwork, travel plans, freight logistics, fundraising, etc.
- Perform post-event tasks: record food production, reconcile expenses and merchandise sales, provide event feedback, etc.
- As directed, collaborate with Event Planners to plan and strategize for large and/or more complex MobilePack™ events.
- Assist with MobilePack™ program planning and process improvement.
- Perform other duties as assigned.

Your Qualifications:

- Commitment to support, promote and authentically communicate FMSC's Christian mission and goals.
- Minimum of associate's degree and 1 year of leadership experience. Supervisory experience preferred.
- Able to be on your feet for 8+ hours, push, pull, repeatedly lift 30-50 lbs., bend, twist, use fine manual dexterity, etc.
- Strong leadership skills; able to be assertive, coordinate, delegate and positively motivate a team.
- Able to actively identify, analyze and solve problems in a highly-variable environment. Must be flexible and adaptable.
- Strong interpersonal and large-group communication skills, including demonstrated public speaking experience. Able to educate, persuade and instruct large groups.
- Able to perform independently and responsibly, using good judgment and discretion.
- Excellent organizational skills with a high degree of attention to detail, accuracy and follow-up.
- Able to respectfully communicate and work with diverse community groups varying in age, religious beliefs, ethnicity, ability level, etc.
- Proficient with Microsoft Office and database systems.

Your Team:

- Work location is Aurora, IL. Reports to Mobile Manufacturing Manager.
- [Join our group](#) of professional world-changers. Work alongside dedicated, talented folks.

To Apply: Complete the application and upload a cover letter and resume at www.fmsc.org/apply. Please use Internet Explorer and delete your browsing history (specifically your cookies) for improved functioning of the online application.