

## TRAVEL & MEDIA COORDINATOR

### ABOUT PULSE

Launched in 2006 by Nick Hall, Pulse is a leading global evangelistic ministry on mission to reach the lost and unleash young evangelists. Living at the intersection of live events and digital efforts, Pulse exists to bring the message of Jesus to the pulse of a generation by all means possible, through the ministry of Nick Hall and a team of emerging evangelists.

### POSITION OVERVIEW

The Travel & Media Coordinator supports the President of Pulse Evangelism by ensuring strong daily preparedness, consistent on-the-ground assistance, and a dependable flow of video and behind-the-scenes content. This role works closely with the Chief of Staff, Executive Assistant, and the Digital Marketing team to manage logistics, prepare materials, capture content, and cultivate a calm, professional, and reliable support system around the President's ministry schedule.

This position reflects the expanded needs tied to Phase 3 content development and the fast-moving digital pipeline now required across Presidential communications and evangelistic storytelling.

### Core Competencies at Pulse

- **Excellent Communication** – Strong verbal and written communication skills for both internal and external relationships
- **Team-Oriented and Independent** – Thrives in a team environment and works effectively on solo tasks
- **Teachable Spirit** – Quick to learn and open to new ideas, processes, and feedback
- **Detail-Oriented with Vision** – Balances big-picture goals with meticulous attention to detail
- **Highly Organized** – Efficiently manages multiple priorities and complex projects
- **Proactive Attitude** – Takes initiative and ownership when tasks or needs arise
- **Tech-Savvy or Tech-Ready** – Comfortable with or quick to learn tools for project management, event planning, and CRM systems (MacOS environment)
- **Servant-Hearted** – Humble, flexible, and ready to help wherever and whenever needed

### Essential Responsibilities for this Role

#### On-the-Road & Onsite Support

- Assume: *If the President is there, you are there.* Arrive prepared and ahead of schedule.
- Prepare printed schedules, maps, run sheets, and digital briefs for each day or trip.
- Keep materials organized on the TA iPad and carry all necessary physical materials.
- Anticipate logistical needs including timing, traffic, transitions, stage flow, and equipment.
- Provide a calm, prepared presence and serve as a buffer, helping the President stay focused and on time.
- Hold and track the President's materials (chargers, water, batteries, etc.) during travel and events

#### Content Capture & Delivery

- Capture behind-the-scenes photo and video content during trips and ministry moments.
- Maintain a consistent content pipeline for the President's platforms—capture, edit, and relay content to DEC in a timely rhythm.
- Use downtime strategically to gather social-first content and storytelling clips.
- Offload raw and edited content promptly to DEC for processing and distribution.

## Daily Preparedness & Operational Support

- Ensure all devices and equipment are charged, packed, and prepped before travel.
- Organize files, footage, charging systems, travel gear, and documentation.
- Monitor needs throughout the day, anticipating requests before they arise.
- Support Presidential Office priorities during travel, including slides, notes, and tasks from the EA or Chief of Staff.

## Communication & Coordination

- Maintain proactive communication with the Chief of Staff, EA, and DEC teams.
- Send daily summaries of wins, challenges, needs, and follow-up items.
- Track outstanding items for the President requiring attention upon return

## Additional or Unique Responsibilities

### Professional Presence & Representation

- Represent the President and Pulse with professionalism, friendliness, and confidentiality.
- Create a welcoming but efficient environment that allows the President to prepare mentally, spiritually, and strategically.
- Personal and team development opportunities presented by Pulse leadership.
- Assisting and performing all other duties as assigned.
- Ability to travel frequently and maintain a flexible schedule

## Experience and Education Ideal for this Role

- Experience in executive support, media capture, production, or live events preferred.
- Strong organizational skills with the ability to anticipate and stay three steps ahead.
- Competency in basic video capture and editing (phone or camera).
- Calm, friendly presence; able to hold confidentiality and navigate high-demand environments.
- Passion for Pulse's mission and commitment to excellence.

## People at Pulse...

- Follow Jesus, live faith-forward, and are in agreement with the Pulse mission, [Statement of Faith, and Core Values](#).
- Are passionate about evangelism and make it relevant to all.
- Pursue and exceed objectives, going for excellence, not easy.
- Model Christian integrity and are hard workers with grit.
- Show agility by adapting and reassessing new situations quickly.
- Are good stewards of our resources, maximizing our time, talent, possessions, and wealth.
- Prioritize the diversity of "every tribe, tongue, and nation" (Revelation 7:9) on our team.

## Physical Demands

- For General Office: Must be able to sit for extended periods, use hands for fine manipulation (typing), and communicate verbally and electronically
- Physical Activities: Sitting, Standing, Walking, Lifting/Carrying, Pushing/Pulling, Reaching, Stooping/Bending, Climbing.
- Work Environment: Indoors/Outdoors, Noise, Temperature, Hazards.

Job Status: Regular, Full Time, Exempt  
Department: Executive Office  
Reports to: Chief of Staff Updated: January 2026