



Engagement and Events Manager  
Full-Time  
Based in Alexandria, VA

## Position Description

The Center for Public Justice (CPJ) seeks an Engagement and Events Manager to own the execution and participant experience of CPJ's virtual and in-person events. CPJ regularly hosts webinars, conversations, and convenings that bring together scholars, organizational leaders, pastors, and civic leaders to explore the relationship between faith and public life.

This role is responsible for ensuring that CPJ's events are not only well-planned, but fully executed with excellence, strong participation, and meaningful engagement. The Engagement and Events Manager brings energy, follow-through, and a service-oriented mindset that enables program and communications staff to focus on content and strategy.

The Engagement and Events Manager reports to the Director of Communications and works closely with program teams to ensure events are executed seamlessly and create a positive, hospitable experience for all participants.

## The Center for Public Justice

The Center for Public Justice (CPJ) is a nonpartisan, independent, Christian civic education and policy organization whose mission is to serve God by equipping citizens, developing leaders, and shaping policy to advance justice for the transformation of public life.

A commitment to Christ in all that we do is essential to the fulfillment of CPJ's mission. Candidates must be able to demonstrate their faith commitment in practice and explain how they envision their faith connecting with their role at CPJ.

# Key Responsibilities

## Event Execution and Operations

- Own the end-to-end execution of CPJ's virtual and in-person events, ensuring all details are completed on time and at a high standard
- Drive event timelines, proactively identifying risks and ensuring nothing falls through the cracks
- Maintain and continuously improve event systems, checklists, and workflows to ensure consistent execution
- Coordinate speaker logistics, materials, and preparation to ensure readiness for each event

## Virtual Event Management

- Set up and manage CPJ's webinars and virtual events using Zoom Webinar and Zoom Meetings
- Manage event registration pages and attendee access
- Serve as technical host during webinars, including managing recordings, chat, Q&A, and screen sharing
- Conduct technical checks with speakers prior to events
- Ensure a smooth, professional, and welcoming virtual experience for all participants

## Participant and Speaker Experience

- Serve as the primary point of contact for speakers and participants, anticipating needs and ensuring a high-quality, hospitable experience
- Communicate clearly and proactively with speakers, partners, and attendees
- Support internal teams by removing logistical barriers and enabling their success in events

## Engagement and Follow-Through

- Drive strong participation by ensuring timely and accurate invitations, reminders, and follow-up communications
- Create and manage event workflows in Virtuoso CRM, including invitations, registration tracking, and follow-up sequences
- Ensure all post-event follow-up is completed, including distribution of recordings, resources, and next steps
- Track and report on event participation and engagement data with accuracy and consistency

## In-Person Event Coordination

- Plan and execute logistics for CPJ convenings, lectures, and other in-person events
- Coordinate registration, materials, travel details, and attendee communication
- Manage on-site logistics to ensure events run smoothly and reflect CPJ's standards of excellence and hospitality

## Qualifications

### Required

- Strong organizational and project management skills, with a demonstrated ability to drive projects to completion
- High attention to detail and ability to manage multiple deadlines simultaneously
- Excellent written and verbal communication skills
- Experience coordinating and executing virtual and/or in-person events
- Familiarity with Zoom Webinar or similar platforms
- Ability to troubleshoot basic technical issues calmly and efficiently
- Ability to manage live event logistics with professionalism and composure

### Preferred

- Experience using CRM or email platforms for invitations and event registration (Virtuous experience strongly preferred)
- Experience supporting conferences, convenings, or multi-stakeholder events
- Strong hospitality mindset when working with speakers and attendees

## Critical Success Profile

The ideal candidate demonstrates:

- Exceptional follow-through and reliability; consistently brings projects to completion
- A strong service orientation; anticipates needs and enables others to succeed
- Ability to create momentum and energy around events and participation
- High ownership mentality; takes responsibility for outcomes, not just tasks
- Comfort operating in a fast-paced environment with overlapping events and deadlines

## Salary and Benefits

The salary range for this position is \$55,000-\$68,000, depending on experience and skill.

CPJ offers a generous benefits package, including:

- 100% paid medical, dental, and vision insurance
- Short- and long-term disability insurance and Employee Assistance Program (EAP)
- 16 paid holidays
- Paid family medical leave
- Two weeks of paid discretionary leave (three weeks after the first year of employment)
- A flat/non-matching employer contribution to a 403(b) retirement plan of 3% of annual salary

This position is hybrid-eligible, with up to two weekly telework days (Mondays and Fridays). CPJ has daily core hours from 10:00 AM–3:00 PM Eastern; the Engagement and Events Manager may require a formal flexible work agreement.

## To Apply

Please submit a cover letter, resume, and three references (including a current or previous supervisor and one who can speak to your spiritual maturity) to Ally Harnsberger at [hr@cpjustice.org](mailto:hr@cpjustice.org).

Please no email or phone call follow-ups.