



JOB DESCRIPTION

Job Title: Conference Project Coordinator
Office: Special Events/Conference Office (SECO)
Reports to: Special Events/Conference Director
FLSA Status: Full Time Salaried Exempt
Date: April 6, 2017

SUMMARY. The Conference Project Coordinator administrates and gives oversight to various SECO projects to include budgetary and fiscal matters, travel planning, and housing. They also serve as a member of the Program Committee and other conference related sub-committees.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Assists SECO Director with department financial activities including: Maintaining of the SECO budget book, preparing and processing a variety of financial forms, creating a financial flow chart for conference and reviews SECO accounts for payment, rebates, etc. after conference.
2. Serves as Aglow's housing manager and assists SECO Director with contract negotiations, makes hotel reservations for program participants and staff. Monitors room reservations, pick up and slippage and manages master account while on site; trouble shoot with hotels on behalf of attendees.
3. Arranges and manages all official food and beverage functions at the convention center and hotels during the conference.
4. Serves as SECO travel agent. Makes travel arrangements for SECO throughout the year as well as program participants and staff going to conference.
5. Gives oversight and support to assigned General Conference Support team committees
6. Prepares Requests for Proposals (RFPs) to be sent to Convention and Visitor Bureaus and vendors who will bid to supply equipment and services Aglow requires in the conference city.
7. Serves as the first contact for city Convention and Visitor Bureaus. Participates in site visits and serves on the SECO committee whose duty involves the recommendation/selection of conference cities.
8. Travels via air, land and/or water with SECO when required. This will include attending Aglow's conference, and going on site visits, pre-planning trips, or attending industry-related workshops and networking events. Length of travel could be from three days to two weeks, or more.

9. Maintains the SECO calendar, schedules, appointments, and creates itineraries for business trips.
10. Facilitates effective communication via telephone, print and various electronic/ technological platforms, i.e. email, text, twitter, Facebook, etc.
11. Provides secretarial/administrative support and assists with workflow for SECO Director.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Must have good interpersonal skills and the ability to work well with others.
2. Must be able to work as an effective member of a team.
3. Must be proficient with a ten key calculator, have accounting ability, and experience working with general ledgers, cash flow sheets, and other financial record keeping documents.
4. Must be flexible and able to handle pressure.
5. Must be assertive and possess strong negotiating skills.
6. Previous experience in hotels or travel agency desired, particularly with front desk, reservations, or group events.
7. Must demonstrate good telephone and customer service skills.
8. Must be able to take minimum directions and follow through on details.
9. Must be able to problem solve and trouble shoot or after recognizing problems outside their area of expertise, alert proper personnel.
10. Must be able to negotiate crowds, work in a high rise building and willing to be confined in small spaces with others such as in packed elevators.
11. Must be willing to travel
12. Must have good writing skills and a good command of the English language.
13. Must have some creative ability.
14. Must be able to listen to voice instructions and execute them precisely.
15. Must be willing to work extra time, as the job requires.
16. Must be able to demonstrate professional manner with outside vendors.
17. Should be familiar with general office equipment such as, copiers, fax machines and etc.
18. Must demonstrate loyalty and confidentiality within the SECO office.

COMPUTER APPLICATION SKILLS

Training and/or experience with Microsoft Office programs such as Microsoft Word, Excel, PowerPoint, and Publisher. Should have an aptitude for learning and also be familiar with database applications. Should also have internet experience, and particularly good research skills using online search engines.

SUPERVISORY RESPONSIBILITIES:

Although the person who occupies this position does not supervise employees, they do work with and supervise volunteers during conference. The number of individuals supervised varies from year to year.

EDUCATION and/or EXPERIENCE:

Associate's degree (A.A.) or equivalent from two-year college or technical school with a concentration in the hospitality or meeting planning industry; or one to two years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, contracts, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Washington State Driver's License.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee must be able to work primarily in a sitting position with a lot of up and down movement. Should be able to complete projects, which may require long hours of typing (with breaks as needed).

Must have high stamina and a strong constitution. Must have good health and be in good physical condition with the ability to occasionally lift and/or move up to 20 pounds, and walk many steps during conference events.

WORK ENVIRONMENT

The noise level in the office on a daily basis would be described as moderate (the noise made in a business office with computers, printers, copiers and other office equipment.) At conference the noise level can be loud (construction, hammers, amplified music, etc.)