

# POSITION DESCRIPTION



Job Title: Meetings and Events Coordinator

---

**Date:** January 1, 2019  
**Department:** Meetings  
**Supervisor:** Director of Meetings and Events  
**FLSA Status:** Exempt  
**Supervisory:** None

## Position Overview:

The Meetings and Events Coordinator will plan, organize and execute events and meetings under the general supervision of the Director of Meetings and Events and in consultation with the Meetings and Events Manager. The Coordinator will lead the planning and logistical support for workshops, hearings and other HLC events. The Coordinator will assist with the annual conference and participate as an active member of the conference team. Responsibilities include independent planning, logistical coordination and execution of assigned events and meetings. The Coordinator will support the implementation of effective management tracking systems for the annual conference and other HLC programs and events.

## Duties and Responsibilities:

- Coordinates event logistics for HLC workshops, educational programming, and decision-making meetings including, but not limited to, registration, housing, catering, venue sourcing and selection, transportation, floor plans, audiovisual equipment and facilities requests per event. Responsible for on-site support of meeting logistics.
- In consultation with the Director and Manager, develops and manages meeting/event budgets. Coordinates the reconciliation of meeting/event bills and tracks event details for “group history” records, especially budget actuals, event participation numbers, housing pickup numbers, and so forth.
- Generates and maintains event production schedules that track all details throughout the planning cycle of each meeting and event.
- Supports the implementation of an effective planning and tracking system for the annual conference and all HLC workshops.
- Assists the Director and Manager in the bid process to secure future sites for the annual conference.
- Coordinates and supports the exhibitor program for the annual conference in collaboration with the Meetings and Events Manager. Initiates and executes marketing opportunities to increase sales of exhibitor and sponsorship opportunities.

- Prepares and monitors event-specific budgets, anticipating costs of technical and logistical needs. Adheres to overall budget for each event and tracks cost-saving initiatives from year to year.
- Assists the Director and Manager with housing, food and beverage menu planning, BEOs, ground transportation, rooming list coordination, and on-site setup for the annual conference.
- Serves as on-site logistics support for HLC staff, VIPs, event facility staff and all vendors. Travels to events, as needed, and manages all event details including, but not limited to, conducting pre-conference tie-down meetings, conducting appropriate walk-throughs, supervising room setups, managing the meal guarantee process, implementing the signage plan and troubleshooting any on-site issues.
- Supports conference presenters from proposal acceptance through conference actualization to ensure effective performance and satisfaction.
- Collaborates with team members and other departments to ensure that the annual conference achieves its organizational and financial goals.
- Provides process, program and administrative support for the Director.
- Participates in HLC meetings and committees as required.
- Interacts with internal and external stakeholders as required.
- Performs basic financial tasks.
- Participates in orientation and training of staff.
- Embraces new work challenges and technology.
- Maintains technology skills needed for position and adapts to technology changes as required.
- Performs administrative and related duties as required.

### Qualifications and Competencies:

- Bachelor's degree.
- CMP certification preferred.
- Five years of relevant work experience in meetings and events planning.
- Experience supporting trade shows and events at local and national levels.
- Project management experience desirable.

- High degree of experience with standard office software and meeting planning technology.
- Technical and professional skills in management as well as strong interpersonal, organizational, problem solving and communication skills.
- Strong interpersonal skills required to give direction and guidance to individuals involved in event/meeting planning assignments.
- Excellent written and verbal communication skills.
- Experience negotiating contracts.
- Excellent organizational and problem-solving skills.
- Excellent collaborative skills.
- Demonstrated ability to work well under pressure and meet deadlines.
- Ability to handle multiple tasks and changing priorities with minimal supervision.
- Must be able to periodically work non-standard hours.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_