



## POSITION DESCRIPTION

**Job Title:** Event Coordinator

**Reports to:** Director of Operations

**Job Type:** Full-Time, Permanent

**Revision Date:** September 2018

**FLSA Status:** Nonexempt

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### POSITION SUMMARY

The IAC Event Coordinator is responsible for coordinating all meeting and educational events for Idaho Association of Counties and its affiliates.

### ESSENTIAL FUNCTIONS

- Plans and coordinates all aspects of the following meetings and conferences: IAC's Spring and Fall County Officials Institute; IAC Annual Conference; IAC Midwinter Legislative Conference; Idaho Sheriffs' Association Summer and Annual Conferences; Idaho Association of County Assessors Annual and Fall Conferences; Idaho Association of County Recorders and Clerks Annual and Election Conferences; and Idaho Association of Commissioners and Clerks Annual Conference.
- Negotiates and confirms all facilities contracts, including meeting room charges, meal charges, and sleeping room rates.
- Coordinates agenda content and development with staff, trainers, and presenters.
- Prepares project budgets for each meeting, monitoring revenues and expenses and taking corrective action to meet financial goals.
- Recruits conference sponsors and exhibitors.
- Coordinates with hotel staff to set up the meeting and event functions, including room setups and audio-visual requirements.
- Coordinates and chooses food and beverages for meals, breaks, and events, including offsite locations.
- Prepares conference registration packets with appropriate inserts, documents, and information.
- Prints any additional promotional and conference administrative documents.
- Sets up online registration for events to include full agenda, description, and information.
- Oversees conference registration.
- Sends invitation and confirmation letters to conference speakers.
- Maintains appropriate historical records of conferences, materials, and costs.
- Prepares reports of financial costs of venue, food, printing, etc. for the future budgeting use.
- Performs other duties as assigned.

## **EDUCATION AND EXPERIENCE**

- This position requires a high school diploma and some college; Bachelor's Degree is preferred, and
- Three years of administrative experience in an office where meetings were planned and organized, or
- A combination of education and experience sufficient to perform the essential functions of the job.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- This position requires demonstrated superior organizational skills and the ability to plan and execute.
- Requires meticulous attention to detail.
- Ability to work under and meet deadlines.
- Demonstrated ability to get results through influence.
- Strong relationship building skills.
- Requires a strong customer service perspective and philosophy.
- Must be able to read and understand contracts for venues and vendors.
- Requires excellent verbal and written communication skills.
- Competency with office programs for documents and spreadsheets such as Microsoft Office.
- Must be able to develop web-based registration within appropriate programs and manage them to ensure accurate and timely attendee registration.

## **PHYSICAL DEMANDS AND ENVIRONMENT**

This position works primarily indoors in an office environment subject to fluctuations in temperature (indoor climate control) with moderate noise level and lighting. May be outdoors on occasion, depending on events, exposed to outdoor weather conditions.

This position has the following physical demands and incumbents must be able to perform the essential functions of the job with or without reasonable accommodation.

- Sufficient mobility to move around the office or event venue.
- Ability to use hands for grasping files, papers, boxes, notebooks, writing implements, etc.
- Visual acuity sufficient to read documents on paper and on the computer.
- May sit at a desk for up to 8 hours at a time.
- May lift up to 25 lbs.
- Sufficient hearing and verbal skills to be able to communicate with co-workers, visitors, and others in person and via telephone.

## **DISCLAIMER**

Incumbent must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.



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This is to acknowledge that I have reviewed my position description. Furthermore, I understand my responsibility and obligations in respect to the essential functions listed on the position description.

I hereby acknowledge that I have been given a copy of my position description.

## SIGNATURES

Incumbent: \_\_\_\_\_

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

Manager: \_\_\_\_\_

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