



Job Classification Description

Conference and Events Planning Coordinator/VTC VSCSF Bargaining Unit

Grade 9

Basic Function

To coordinate and manage the college conferences and camp programs and to coordinate the planning of campus special events and activities and to serve as facilitator for the use of campus sites and services for events.

Characteristic Duties & Responsibilities

- Perform a full range of program planning and coordinating functions for VTC summer and academic year conferences and programs.
- Work with the Conference Committee on conference budget structure. Deliver price quotes and confirmations, including pricing. Manage conference budget.
- Assist with the development of a marketing plan for conference groups in conjunction with the Marketing Team.
- Market and publicize the use of college facilities, identify and solicit clients; maintain ongoing contact with and offer continuing service to repeat clients.
- Oversee scheduling and coordination of facility use for all non-academic events consistent with the college policies and objectives; maintain the college master calendar and schedule for facilities. Develop appropriate forms, as necessary.
- Confer with event leaders to plan and coordinate all aspects of events; conduct on-site tours of facilities by prospective clients; prepare and send out proposals and contracts; serve as liaison and host for clients.
- Oversee/perform a wide variety of tasks related to making necessary physical arrangements for conferences and programs (food service, housekeeping, facility set-up, and so forth), including handling special requests and problems. Act as main point of contact between groups, facilities, residence life, Aramark, the VTC business office and IT.
- Coordinate and greet groups upon arrival and monitor programs while in progress.
- Serve as liaison with accounting personnel regarding conference billing.

- Supervise, hire and train resident assistants to serve as summer conference support personnel.

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- Prepare various administrative reports related to conference activity.
- Perform other related duties as assigned.

Supervision Received

General supervision is received from the Dean of Administration.

Supervision Exercised

Functional and partial administrative supervision of resident assistants.

Minimum Qualifications

Associates degree in a business related field and two to three years experience in relevant work or a combination of education experience from which comparable knowledge and skills are acquired.

- Strong planning, administrative, organizational and writing skills. Good budget and basic supervisory skills.
- Previous experience in conference planning/marketing/coordination and/or hospitality management desirable.
- Excellent customer/client relations skills. Ability to effectively represent the College to and negotiate with representatives of client and potential client organizations in marketing efforts, and ability to effectively coordinate the detailed arrangements of conferences.
- Ability to work cooperatively with a variety of College departments/personnel.

This general outline illustrates the type of work, which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.