



JOB DESCRIPTION EVENT COORDINATOR

Job Title: Event Coordinator
Reports to: Manager, Travel & Conference Planning
Department: Office of Travel and Conference Planning (OTCP)
Date: January 3, 2024

Job Summary: The Event Coordinator serves as the meeting and event coordinator and facilitates all aspects of the various on-line and in-person events for ABCUSA and its Partners.

Duties and Responsibilities:

- Negotiate contracts with vendors and venues, including preparing RFPs and reviewing invoices for accuracy;
- Plan and execute meetings from planning stage through completion;
- Set up, maintain, edit, address inquiries, and generate accurate reports regarding approved/contracted meetings in the Cvent Platform;
- Assist the ABCUSA Biennial Mission Summit Registrar
- Travel to events as directed
- Other relevant duties as assigned

Required Skills and Abilities

- CVENT Qualifications
- Strong communication, time management and interpersonal skills
- Highly detail and result focused with excellent organizational skills
- The ability to establish positive working relationships with staff and clients
- Ability to work effectively and collaboratively in a diverse team

Education and Experience

- Bachelor's degree in hospitality or events management or related field
- Proven experience as an events planner or organizer
- Impressive portfolio of previously managed high-level events (multi-session meetings, corporate events etc.)
- Knowledge of meeting planning software, familiarity with Cvent required
- Knowledge of ABCUSA and Baptist polity preferred
- CMP preferred