



# Job Posting: Meeting & Event Specialist

## November 21, 2016

**Job Title:** Meeting and Event Specialist  
**Status:** Exempt  
**Reports to:** Director of Administrative Services

### Position Purpose:

The Meeting and Event Specialist will serve as the primary contact for all logistical arrangement for ECS events. This includes: conference planning; logistical support (catering, vendors and registration); housing and travel coordination; on-site support; and reports and debriefing. The work requires strong organizational skills; the ability to develop, refine, and administer procedures to process a high volume of forms, billings, and confirmations; and attention to detail. The Meeting and Event Specialist must be able to work closely with professional and support staff from various parts of the organization, as well as numerous outside agencies. Specific duties are listed below.

### Essential Duties and Responsibilities:

- Serve as the primary contact for logistical arrangements for all ECS Events
- Work within a team on the design and execution of all ECS meeting and events
- Oversee and select catering, audio visual, signage, furniture, décor and other contractors
- Create registration database for ECS events (currently using Cvent)
- Serve as the onsite leader for all logistical tasks including registration, vendors and set up
- Participate in all team meetings on weekly basis.
- Coordinate and manage housing (rooming list) and manage group pickup
- Coordinates the ordering and shipment of all meeting materials
- Coordinate group transportation
- Ensure the event meets all health, safety, and building standards
- Provide confirmation materials to attendees
- Respond to attendee requests for information
- Manages arrangements for internal staff meetings, receptions and retreats
- Reconciles hotel and vendor invoices for payments and creates registration invoices for attendees
- Assists in the overall budgeting process and recommends costs of travel and meeting expenses for other budget/project accounts
- Other event planning duties as assigned

### Skills and Specifications

- Works well under pressure
- Excellent communication skills, both written and oral
- Excellent management and organization skills



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- Should be passionate about event planning
- A team player with excellent negotiation skills
- Deadline oriented with good attention to detail

## **Supervisory Authority:**

Does not have direct supervision over ECS staff. The Meeting and Event Specialist may supervise contractors on-site and in preparation of an event.

This position will work under minimal supervision.

## **Communication:**

Will communicate daily with team members, hotel staff, vendors, contractors and ECS constituents.

## **Physical/Cognitive Demands:**

Must be able to make very important and highly responsible decisions under tight deadlines, handle multiple tasks simultaneously, work with diverse personalities and function as a team member. Requires high concentration levels when reconciling rooming lists and other important logistical data. Attention to detail is crucial. May require long periods of time at a computer doing data entry, printing invoices and confirmations, and compiling all meeting data into one document.

## **Working Conditions:**

Light travel (4-6 trips per year) should be expected.

## **Compensation and Benefits:**

ECS offers competitive compensation and benefits, including health, dental, life, long term disability, and vision insurance, a flexible spending account, a health reimbursement account, and a contribution to a 403b retirement plan. This position is located in Denver, CO. The salary range for this position is commensurate with experience.

## **Applying for the Position**

To be considered for this position, please send a resume, references, and cover letter/e-mail to Jolyn Ruybal at [jruybal@ecs.org](mailto:jruybal@ecs.org). The subject line in your e-mail should read "Meeting & Event Specialist."

***Deadline to apply: All applications must be received by close of business on Monday, December 5, 2016***