

PPAI JOB DESCRIPTION

Event Coordinator

This position is responsible for meeting logistics of association meetings, education and functions at PPAI Events and tradeshow as assigned. Arrange travel for staff, volunteer leaders, members and speakers.

Reporting Structure

Title of reporting manager: Meetings and Events Manager
Department: Expositions

Job Status

FLSA Status (Exempt / Non-Exempt): Non-Exempt
Compensation (Hourly / Salary): Hourly
Job Status (Full-Time /Part-Time /Temp): Full-Time
Daily Schedule (Start time Flexible / Not Flexible): Start Time Flexible
Work Location: Position must work from HQ location

Job Description

How many people does this position supervise: 0
Does this position have disciplinary responsibilities: No
Does this position have hiring / termination responsibilities: No
Does this position have evaluation responsibilities: No

Essential Functions and Primary Duties

1. Compile all logistical information into function orders and submitting all requirements to vendors – including but not limited to facility, audio visual, catering, utilities, etc., for all PPAI Events as assigned.
2. Reviews Banquet Event Orders and Meeting Event Orders returned from facility and meets with staff to determine accuracy, makes budgetary recommendations, or if updates are required.
3. Facilitates the relationship between hotels/vendors and PPAI departments as needed for certain PPAI events.
4. Creates Requests For Proposals (RFP) and negotiates agreements as assigned.
5. Reconciles billing from facility, audio visual, catering, utilities and hotel properties as assigned.
6. Handles special events for PPAI Events as assigned. This includes sourcing event ideas, RFP, contract negotiations, budgets, marketing and execution of event.
7. Responsible for travel and hotel needs of PPAI for certain PPAI events. This includes but not limited to working with various PPAI departments on hotel RFP's, hotel site selection, negotiation of agreements, submitting staff, certain association and vendor related travel needs (hotel and air). This includes monitoring and managing hotel room blocks and making recommended updates as needed.

8. Handles meeting rooms at PPAI events as assigned with functions such as but not limited to association meetings, education events, affiliates, and preferred member companies.

Additional Responsibilities

1. Works with PPAI departments in production of certain stand-alone events.
2. Researches locations for stand alone events and creates RFP and negotiates agreements.
3. Works with PPAI departments on stand-alone events in compiling all logistical information in function orders and submitting all requirements to vendors – including but not limited to facility, audio visual, catering, utilities, etc., for events as assigned.
4. Reconciles billing for certain stand-alone events as assigned.
5. Creates and manages all production, meeting and travel production schedules.
6. Assists departments in determining proper room sets and guarantees for events as assigned.
7. Reserves airline and hotel travel for association staff, board, speakers and members as assigned.
8. Other duties as assigned.

Association Wide Responsibilities & Values (expectations of everyone)

1. Provide honest and ongoing communication as needed to support success throughout the organization
2. Meet established deadlines for all projects, reports and communications for all audiences both internally and externally.
3. Provide high-quality products, reports, communications and projects for all audiences internally and externally.
4. Be fair, consistent, responsive and supportive of leaders, staff, board members, members and vendors
5. Help PPAI to continually seek improvement. Be prepared to personally manage changes taking place within PPAI and the industry.
6. Be empowered, accountable and responsible for your career success, actions, influence and impact upon the organization as a whole.
7. Foster cultural values, mission and overall organizational guidelines of PPAI.

Education Requirements

School/Certification Authority	Degree/ Certification	Major/ Minor
High School (Required)	Diploma	
College (Preferred)	Bachelors	Preference is Business or Hotel/Restaurant Management

Experience Requirements

Type of Work	Years of experience	Depth of Experience
Meeting Planning	1-2	Strong communication and organization skills, strong interpersonal skills

Knowledge, Skills and Abilities

KSA's	Years of experience	Depth of KSA's
Excellent Communication Skills (verbal, written and presentation)		Proficiency
Strong Organizational Skills		Proficiency
Prioritization and Project Management Skills		Proficiency
Demonstrated ability to manage and track multiple projects and deadlines simultaneously		Proficiency
Microsoft WORD, Excel, PowerPoint, Outlook and Access		Proficiency
Ability to learn new software programs quickly		Proficiency
Experience working with Designing Programs and Room Viewer		Proficiency

Physical Requirements

- *Sitting: Yes
- *Standing: Yes. At PPAI Events, extended periods of standing required.
- *Lifting – Yes – 25 lbs.
- *Pushing/Pulling: Yes
- *Bending/Stooping: Yes
- *Extended work hours, extended weeks (endurance requirement). Travel to and work offsite at PPAI Events as required. Requires extended work hours above and beyond the standard 8 hour work day.

Work Environment

- *Office environment
- *Trade show floor or event venues – Requires extended period of times walking and standing.
- *Temperature controlled environment – In office but not always at PPAI Events.
- *Travel: Must be able to travel