



TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: 1/8/2018

Closing Date: Until Filled

Position Title: Senior Conferences and Events Coordinator

Department/Division: Conferences and Events Team

Job Type: Regular Full-Time, Exempt

Location: 7557 Rambler Road, Suite 1200, Dallas, TX 75231

BASIC FUNCTION: Assist in planning and coordination to create effective, efficient and economical meetings and events hosted by the BGCT and its ministries. Works under the direct supervision of the Director, Conferences and Events.

Position description/objective: NOTE: Some descriptions may have more specific duties and/or goals and objectives attached to this form. Such attachments normally reflect unique aspects of specific locations, shifts, departments, etc.

- *1. Assist in developing scope of events, which includes, but not limited to timelines, locations, program and costs to assist in providing effective, efficient and economical meetings and events hosted by the BGCT.
- *2. Ability to problem-solve in a fast-paced, highly demanding environment. Ability to multi-task multiple projects, simultaneously within tight deadlines in a calm and professional manner.
- *3. Assist in resolving issues and acting as a liaison between BGCT client and venue/contractor clients to provide a quality level of service.
- *4. Work with various BGCT offices to research and secure event venues, negotiating contracts and multiple use/year discounts to facilitate buying power for the Organization.
- *5. Work in conjunction with BGCT ministry offices, under the direction of the Director of Conference and Events, to research and solicit bid proposals from event vendor(s) and service providers for consideration.
- *6. As requested, coordinate the work of vendors, contractors, service suppliers, program presenter/musicians and exhibitors. Ensure that work is performed accurately and appropriately in accordance with laws and BGCT policies and success of event.
- *7. Assist under the direction of the Director, negotiate contracts and evaluate options with a variety of vendors for events and arrange all related services with vendors/contractors. (i.e. hotels, event venues, decorators, audio-visual, transportation, speakers/musicians, etc.) and ensure appropriate labor is evaluated and provided for events and Annual Meeting according to established objectives.

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- *8. Assist BGCT meeting management staff to develop and monitor event budget to ensure effective and efficient event management.
- *9. Understanding and management of exhibit hall/tradeshows planning and execution.
- *10. Understanding of space allocation, resourcing and set up to facilitate efficient space planning.
- *11. Assess risks and develop risk management program to effectively address all potential risks and liabilities for meetings and events.
- *12. Responsible for compliance with all legal aspects for public meetings and events to include but not limited to labor laws, civic laws, transportation laws, insurance liabilities and requirements, labor unions, fire codes, ADA, and other requirements.
- *13. Understanding of local, county and state laws and regulation of permits and licensing related to events, volunteer/staff management and secured venues.
- *14. Evaluate progress of planning efforts accurately to determine needs and regularly report progress and results of operations to Director.
- *15. As requested, offer skill sets to assist in the management and coordination of the logistics of the Annual Meeting of the BGCT in accordance with guidelines established by the senior management of the BGCT.
- *16. Assist, under the direction of the Director, Conferences and Events, staff and leadership to identify and resolve problems with the Annual Meeting and events effectively and appropriately.
- *17. Create and maintain a training manual on best practices for conferences and events and lead regular training sessions internally in compliance with industry standards and organizational goals.
- *18. Develop a complete and accurate historical data analysis, and conduct effective internal and external interviews and supplier research to more effectively produce and manage the activities within the Annual Meeting of the BGCT.
- *19. Position requires travel, extended overnight stays and flexible hours.
- *20. Must possess good oral and written communication skills.
- *21. Document and maintain accurate records and commitments.
- *22. Maintain current knowledge of the BGCT as an organization to include but not limited the BGCT budget, process, policies and personnel involved in meetings and events.
- *23. Process correspondence and other communications accurately and on time.
- *24. Prepare and proofread letters, memos, spreadsheets and other correspondence accurately and on time.
- *25. Promptly answer phones, take messages and respond to requests for information accurately.
- *26. Attend meetings and participate in training as required.
- *27. Maintain compliance with Baptist General Convention of Texas' employee policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.
- *28. Perform other duties as required.

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*Task which is considered to be an essential function of the job

Required skills and experience: NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.

1. In-depth understanding of a comprehensive field of knowledge, generally acquired through earned bachelor's degree in related field and 3-4+ years of experience in event planning for groups larger than 1,000.
2. Active membership in a church supportive of the BGCT during employment.
3. Knowledge of denominational structure and church programs.
4. Proficient client management skills.
5. Ability to learn and understand event objectives and BGCT committee procedures.
6. Ability to problem solve in a fast-paced, highly demanding environment.
7. Ability to multi-task with multiple projects simultaneously within tight deadlines in a calm and professional manner.
8. Demonstrated understanding of exhibit hall/tradeshow planning and execution.
9. Demonstrated understanding of production planning and execution.
10. Ability to negotiate basic hotel, venue and vendor contracts.
11. Demonstrated understanding of space allocation, set up to facilitate efficient planning of space.
12. Ability to debrief, reconcile and document data.
13. Bilingual a plus.
14. Proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide-range of information from a vast amount of entities.
15. Proficient ability to speak, read and write English.
16. Ability to use up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or 10 pounds continuously to move objects.
17. Work deals mostly with areas such as preparing and reading data and figures, reports; visual inspection involving small details. Although important, depth perception and field of vision (peripheral) are not as critical as the ability to distinguish small details and markings very near to the observer.
18. Ability to grasp, push, pull, carry or otherwise manipulate objects; ability to perform tasks requiring action of muscles or groups of muscles and foot and/or hand-eye coordination.
19. Ability to speak clearly and make self understood in face to face interactions; to articulate with accuracy on the telephone.
20. Ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
21. Ability to concentrate on fine detail with some interruption; ability to focus attention on tasks for 45-60 minutes at a time on a continuous basis.
22. Ability to understand and relate to the theories behind several related concepts; ability to remember verbal and written tasks/assignments from a few hours to long periods of time.
23. Ability to establish and maintain effective working relationships with staff, vendors, churches, committees, organizations, etc.
24. Excellent organizational skills; ability to multi-task.
25. Professionalism in the workplace to include professional and accurate communication with others.
26. Commitment to Christian principles and teachings both professionally and personally required, with an understanding and commitment to Baptist distinctives.
27. Proficient working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Excel, PowerPoint, Project, Google email, and internet skills.

CONTACT: **Human Resources**
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