

The Southern Baptist Theological Seminary

Position Description

Position Title: Event Project Coordinator

Department: Event Productions

Position Code: G0427

Date Prepared: 6/6/17

FLSA Status: Exempt Non-Exempt

Full Time: Yes No

JOB SUMMARY:

The Event Project Coordinator is responsible for coordination and implementation of communication details for conferences and events, and provides support to the office through administrative projects

ESSENTIAL JOB FUNCTIONS:

The employee in this position will have the following essential job functions:

- Works with minimal direct supervision and must prioritize tasks and manage time effectively
- Effectively explains event goals and vision interpersonally and through written communication
- Consults with event planners to determine objectives, goals, vision and requirements to develop training and resources for each event
- Plans and oversees the implementation and coordination of all event communication including, but not limited to, slides, conference booklets, web sites, signage, marketing assets, print pieces and apparel
- Works with the Communications Department to request graphics and communication pieces used in all projects
- Creates websites using WordPress templates for approximately 10 annual public events
- Copy edits to improve the formatting, style, and accuracy of text used for online pieces
- Works directly with part-time Marketing Coordinator to create content for email marketing and social media platforms, helping to create and expand social media outreach
- Maintains detailed records of each assigned task, with its goals and completion
- Provides support to event productions staff as needed during select public, core institutional, and internal events
- Conducts post-event surveys and creates reports to track trends and determine ways to improve client service
- Demonstrates strong customer service and organizational skills
- Supports office through updating contact databases for each event
- Responsible for successful registration/check-in of guests to public events

Performs other duties as may be assigned by supervisor.

EDUCATION:

The person in this position must be a high school graduate. Bachelor's degree is preferred.

EXPERIENCE:

The person in this position should have two years of experience in a similar job function. Excellent computer skills are required. Experience with Abode Suite and WordPress is strongly preferred.

SUPERVISION:

The person in this position will supervise no one.

The person in this position will report to the Manager of Event Productions.

WORK ENVIRONMENT:

The person in this position will work in an office environment the majority of the time. The employee may be asked to assist at public and core institutional events which necessitate long periods of time standing.

EQUIPMENT:

The person in this position will use the following equipment: standard office equipment, Event Management System (EMS), WordPress, Microsoft Office, Adobe Photoshop and Illustrator, and Eventbrite.