

## Job Opportunity: Cranes Club Conference Event Coordinator for Networking Conference

Miilhan Stephens

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### Cranes Club, Inc. Job Description

<b>Title:</b> Conference Event Coordinator	<b>FLSA Status:</b> Non-exempt
<b>Department:</b> General Affairs	<b>Reports To:</b> President of Cranes Club
<b>Job Status:</b> Part Time ~15 hours/wk	<b>Travel:</b> No
<b>Payment Level:</b> Hourly. ~\$16.50 per hour	<b>Date:</b> 9/21/2017 to 5/18/2018

#### **POSITION SUMMARY :**

Event Coordinator performs all manner of tasks related to preparation for the upcoming networking conference in Spring 2018. The purpose of the event is to provide a professional networking conference for those of Unificationist background.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manages the general affairs of the Spring Cranes Club Conference, including, but not limited to:
  - Schedule planning meetings
  - Communicate with invitees, prospective donors, and volunteers using a wide range of electronic and nonelectronic platforms
  - Report on progress and notify leadership with important updates and developments
  - Conduct research to inform leadership on possible options
  - Collect, organize, and disseminate meeting notes to appropriate parties
  - Contribute content to the cranes club website and other social media outlets
  - Offer creative ways to enhance the value of our services or the efficiency of the organization's operations
- Serves as the first point of communication for incoming calls and emails to Cranes Club regarding the Spring Cranes Club Conference. Screens incoming calls and emails to the organization, takes messages and maintains contact lists, and whenever possible responds to the customer directly based on knowledge of organization's preferences, office functions, policy, priorities and availability or makes sure the customer is transferred to the appropriate party(s)
- Executes assigned and expected tasks most effectively by empowering volunteers
- Performs on-site coordination during the event
- Other duties as assigned

**ROLE QUALIFICATIONS:**

- Sincere commitment to work collaboratively with all constituent groups, including staff, members, volunteers, affiliate organizations, program participants, and other supporters
- High level of discretion, tact, judgment, and poise and must have aptitude for customer service.
- Self-starter, able to work independently, with high degree of organization and consistency
- Must be visibly engaged in the mission of Cranes Club and adheres to its core values

**PREFERRED QUALIFICATIONS AND SKILLS:**

- Excellent written and verbal communication skills
- Fluency with Microsoft Office, Google, and multiple social media applications
- Ability to research, develop and help organize complex projects utilizing data from multiple sources
- High level of skill in grammar, spelling, punctuation

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** The physical demands and work environment characteristics described here are representative of those that must be met to successfully perform the essential functions of this job.

- Physical demands: While performing duties of this job, employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects or controls; reach with hands or arms; talk and hear.
- Work environment: The noise level in the work environment is usually moderate.

**Submit your resume and cover letter to Miilhan Stephens at [info@cranesclub.org](mailto:info@cranesclub.org).**