



Position Description

Event Coordinator

JOB PURPOSE: The Event Coordinator will independently plan and implement logistics of in-person meetings and events including budgeting, overseeing events on the day of, problem-solving, welcoming guests, coordinating and participating in event set-up, communicating with staff, organizing and managing vendor relationships, responding to attendee/speaker/sponsor needs. This position coordinates and schedules events through the master calendar, manages contracts, insurance, and logistics for events and interfaces with campus service providers to include catering, facilities, public safety, and media services.

ESSENTIAL FUNCTIONS: The duties and responsibilities of an Event Coordinator center on planning and managing events of varying sizes and purposes. Coordinators have to understand what it takes to make sure the logistics work out, keep everything within the allocated budget and ensure that the event itself is carried out smoothly. Here are the most essential duties and responsibilities:	% of time
Event Planning & Logistics	65%
Serve as the primary point of contact for assigned conferences, meetings, and special events. Coordinate all aspects of events from initial inquiry through post-event follow up.	
Schedule all event space utilizing scheduling software.	
Conduct site visits and facility tours for prospective clients. Meet with clients to determine event objectives, timelines, logistical requirements, and budgets.	
Contract rental agreements for external events.	
Generate each event in the event management systems, ensuring all details are accurately documented.	
Monitor approved vendor contracts and adjust event logistics as needed to ensure successful event outcomes. Ensure signed contracts and appropriate insurance is received.	
Build and maintain strong relationships with internal departments and external clients.	
Work collaboratively with campus partners. Serve as a liaison to include Facilities, Media Services, Dining Services, Public Safety, and Marketing/Communications.	
Ensure all vendor deposits and invoices are sent and processed by client and/or campus partners.	
Ensure compliance with institutional policies, space-use guidelines, and risk-management procedures.	
Event Support:	20%
Coordinates materials necessary for conference/program packets, including nametags, campus maps, agendas etc.	
Provides day of event support	
Maintains well documented, accurate, organized and up-to-date file management to serve client(s) in the most expedient, organized and knowledgeable manner	

Schedules after action reviews for each large conference/program	
Financials:	15%
Ensure all vendor deposits and invoices are sent and processed by Seminary client.	
Support the business manager with invoice preparation and other administrative financial tasks to ensure timely and accurate billing.	
Total	100%
OTHER FUNCTIONS: Support the front desk associate as needed; answering phone calls, guest check-in and check-out, make guest reservations, etc. Serves as requested on committees, task forces and community groups; partners with standing committees, and organizations in the region to share best practices and build partnerships.	

QUALIFICATIONS

CREDENTIALS REQUIRED:

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- 5 years of experience in Conference / Event planning
- Detail orientated
- Excellent organizational skills
- Excellent communication and interpersonal skills
- Decision-making ability
- Proficiency with the Event Management System
- Proficiency in Microsoft application
- Full understanding of the components of an event agreement
- Flexibility to work Weekend and nights

PREFERRED QUALIFICATIONS AND SKILLS:

- Bachelor's Degree
- 3-5 years of experience in a higher-ed setting
- Experience with database management systems
- Experience in financial procedures, regulations and systems

PHYSICAL / ENVIRONMENTAL DEMANDS: Ability to be mobile on campus, works in office environment, lifts up to 10 lbs., remain in a stationary position 25% of the time, wrist and hand movement related to computer work

This description reflects essential functions of the position; it does not restrict tasks that may be assigned or changed at any time.

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