



## American Baptist Churches, USA

### Meeting Coordinator/ Registrar

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The Office of Travel and Conference Planning of the American Baptist Churches, USA , located in Valley Forge, PA is responsible for managing conferences, board meetings and other denominational events. OTCP coordinates approximately 90 meetings per year and work with various entities of the denomination locally as well as nationally.

#### **Roles and Responsibilities**

Under limited supervision, this position will utilize knowledge and skills obtained through education, specialized training and/or certification to serve as the Meeting Coordinator/Registrar for various events such as board meetings and national conventions within the ABCUSA organization. Under the guidance of the supervisor, the incumbent leads defined work and projects ranging from moderate to complex. Excellent communication skills necessary to assist with resolving or recommending solutions to varied situations. Extensive contact with external and internal customers as assistance may be needed in research and/or problem solving. Oversees all aspects of online registration software, includes data base, rooming lists and all reports and hotel function sheets. Ensure that reservation cut off dates and deposits are tracked and managed to avoid financial penalties. Ensures that hotel information, expenditures and other post meeting information is maintained in the database. Must be willing to travel.

**Education and Experience:** A Bachelors degree desirable. Three years of extensive administrative experience required. Proficient in MS office products. Experience in Meeting Trak and Scheduler Plus preferred. Excellent organizational and communication skills required. Proficiency in MS Office products. Must be detail oriented. Knowledge of ABCUSA desirable.

**Compensation:** Competitive compensation package including employer paid contributions to a 403b retirement plan, healthcare benefits (medical, dental & vision) and paid time off (vacation, sick leave, and holidays).

If you are ready to be a part of this dynamic organization, send a cover letter, resume, and name/address/phone numbers of three (3) professional references to: [jobs@abc-usa.org](mailto:jobs@abc-usa.org).

This posting will close on June 21, 2014

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