



American Baptist Churches USA
1015 W. 9th Avenue, King of Prussia, PA 19406

Position Announcement
Event Coordinator

American Baptist Churches USA Office of the General Secretary is looking for a dynamic and enthusiastic Event Coordinator to help us plan our key events from conception through to completion. Key to the responsibilities is the ability to provide outstanding customer service and assist in organizing memorable events that meet the quality expectations of the ABCUSA and its key partners.

Key Responsibility:

The Event Coordinator serves as the meeting and event coordinator and facilitates all aspects of the various on-line and in-person events of ABCUSA, including the configuration of event websites and registration sites through the Cvent platform.

Duties and Responsibilities:

- Negotiate contracts with vendors and venues, including preparing RFPs and reviewing invoices for accuracy;
- Plan and execute meetings from planning stage through completion;
- Manage the ABCUSA Zoom Accounts and host or provide assistance for Zoom meetings as requested;
- Set up and maintain event websites and registration sites, and generate accurate reports of various meetings in the Cvent Platform;
- Address inquiries received from meeting attendees and interested persons;
- Serve as the ABCUSA Biennial Mission Summit Registrar
- Travel to events as directed
- Other relevant duties as assigned

Required Skills and Abilities

- Cvent Certification in Event Management
- Experience utilizing all features of the Zoom meeting platform
- Strong communication, time management and interpersonal skills
- Highly detailed and result focused with excellent organizational skills
- The ability to establish positive working relationships with staff and clients
- Ability to work effectively and collaboratively in a diverse team

Education and Experience

- Bachelor's degree in hospitality or events management or related field
- Proven experience as an events planner or organizer
- Impressive portfolio of previously managed high-level events (multi-session meetings, corporate events etc.)
- Cvent Certification required
- Knowledge of ABCUSA and Baptist polity preferred
- CMP preferred

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