



JOB DESCRIPTION MEETING COORDINATOR

Job Title: Meeting Coordinator
Reports to: Manager, Travel & Conference Planning
Department: Office of Travel and Conference Planning (OTCP)
Date: March 14, 2024

Job Summary: The Meeting Coordinator serves as the meeting and event coordinator and facilitates all aspects of the various on-line and in-person events for ABCUSA and its Partners.

Duties and Responsibilities:

- Negotiate contracts with vendors and venues, including preparing RFPs and reviewing invoices for accuracy;
- Plan and execute meetings from the planning stage through completion;
- Set up, maintain, edit, address inquiries, and generate accurate reports regarding approved/contracted meetings in the Cvent Platform;
- Works closely with the accounting department on billing and processing credit cards, expense vouchers, and vendor invoices and inputting them into the accounting information system
- Assist the ABCUSA Biennial Mission Summit Registrar
- Assist with managing ABCUSA corporate Zoom accounts
- Travel to events as directed
- Other relevant duties as assigned

Required Skills and Abilities

- CVENT Qualifications
- Strong communication, time management, and interpersonal skills
- Highly detail and result-focused with excellent organizational skills
- The ability to establish positive working relationships with staff and clients
- Ability to perform basic accounting functions, processing bills and vouchers
- 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.)
- Knowledge of meeting planning software and familiarity with Cvent required
- Knowledge of ABCUSA and Baptist polity preferred
- CMP preferred