



**Job Title:** Event & Hospitality Coordinator  
**Department:** President's Office  
**Reports To:** Carla Lenox  
**FLSA Status:** Full Time  
**Revised By:** Carla Lenox and Lisa Johnson  
**Revised Date:** 6/8/2018

### ABOUT CONVERGE

Converge is a movement of churches working to help people meet, know and follow Jesus. We do this by starting and strengthening churches together worldwide. For over 165 years we've helped churches bring life change to communities in the U.S. and around the world through church planting and discipleship multiplication, leadership training and coaching and global missions.

### SUMMARY

To provide hospitality services with excellence for our Converge leaders, staff and guests through the logistics of planning our events and meetings.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain supplies and prepare hospitality bags for first-time visitors, out-of-town guests and Converge leaders.
- Maintain and order miscellaneous kitchen supplies (event and everyday use); purchasing in bulk in forecasting meetings and being a good steward of resources.
- Coordinate all office meetings by reserving meeting rooms, food and beverage, set-up, serve and clean up; recruit volunteers and department admins to help as needed.
- Network and negotiate contracts with local hotels; manage reservations for out-of-town guests.
- Reconcile expense report for monthly travel, meetings and events.
- Converge meetings and events: (CPAC, MAC, MPD, H-MET, BOO, etc.) coordinate details such as budget, food and beverage needs, hotel accommodations and expectations with corresponding departments.
- Conferences and Retreats: (Converge Unleash, Reach Conference, EMT Retreat) pre-planning and on-site event coordinator for Converge conferences; site visits and research for future locations, negotiate contracts with hotel and vendors, coordinate food and beverage needs, space requirements, etc.
- Assist the President's Office with special guests, meetings and events as needed.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Complete familiarity with basic computer, office equipment tools and functions. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Some travel is required.

### EDUCATION AND/OR EXPERIENCE

Two-year related experience and/or training in the hospitality or meeting/event field is desired.



#### **LANGUAGE SKILLS**

Ability to read and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

#### **MATHEMATICAL SKILLS**

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of U.S. currency and weight measurement, volume, and distance.

#### **REASONING ABILITY**

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

CMP (Certified Meeting Planner) is encouraged.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Travel is required for various meetings, events and conferences. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and walk building-wide. Specific vision abilities required by this job include close vision.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.