

## **SITE AND FACILITY SERVICE COORDINATOR**

**APPOINTED BY:** Regional Education Director  
**ACCOUNTABLE TO:** Regional Education Director  
**TERM:** 1 Year

### **Responsibilities:**

- Facilitate the securing of appropriate venues for regional education programs and events
- Consult with Regional Education Director to determine site requirements regarding number of anticipated attendees, sleeping rooms, function room space, and any special event needs.
- Develop meeting history from past years to help determine meeting value to a facility contact. Hotels determine the value of a meeting by considering several things, including the number of sleeping rooms needed, arrival/departure pattern, no-show factor, amount of catered food and beverage, usage of their outlets (restaurants, etc.) and the number of people likely to use room service. This history should include regional convention statistics.
- Request proposals, including housing and function room costs, based on event requirements
- Schedule and perform on-site inspection of proposed venues to evaluate and determine suitability based on physical requirements, attendee expectations, location, and type of facility.
- Communicate on-site needs, such as room set up, audio visual equipment, and any banquet event orders (BEOs)
- Negotiate initial facility contract proposal(s), including room block size, rate for sleeping rooms, complimentary rooms, food and beverage considerations, parking, deposits, cutoff dates, venue concessions, and attrition/cancellation clauses offered by the venue for review.
- Submit contract to Regional Education Director and Finance Coordinator for review and approval.
- Communicate with Event and On-Site Management Coordinator who oversees event on-site management and implementation of education events once a contract has been signed and approved.
- Collect event statistics and review the pick-up report of rooms actually used.
- Appoint additional staff as needed
- Meet with members of the Education Resource Staff as requested

### **Each Resource Staff member is responsible for:**

- Maintaining comprehensive records and forwarding materials to her successor
- Training her successor
- Providing budget information to the Regional Education Director
- Contributing to, and implementing her assignments from the Long Range Strategic Plan
- Maintaining contact with other regional and International personnel as appropriate
- Appointing additional staff to assist with the implementation of responsibilities, after consulting with the Regional Education Director
- Submitting a report to the Regional Education Director prior to Regional Executive Committee meetings or updates as requested by the Regional Education Director.

**Position Expectations:**

- Strong organizational skills
- Strong verbal and written communication skills
- Ability to work independently and within groups
- Problem-solving and decision making skills
- Some experience in working with educational needs of our members
- Ability to manage moderate stress in meeting deadlines and working with varying personalities
- Ability to attend regional events; some travel expected