



JOB DESCRIPTION

CONFERENCE CENTER EVENT COORDINATOR ASSISTANT

(Part-Time, 32 Hours Per Week, Year-Round)

DEFINITION

Under general supervision, to perform switchboard, receptionist, and clerical duties; to assist persons utilizing the Conference Center; and to do related work as required.

EXAMPLES OF DUTIES: (These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title) **(E=Essential Duty; M=Major Portion of Time)**

- Set up conference rooms as required, including setting up tables, chairs, and auxiliary equipment. (E, M)
- Clean up conference rooms after the completion of events. (E, M)
- Receive visitors and directs inquiries as appropriate. (E, M)
- Provide basic information about usage of the Conference Center facilities. (E)
- Welcome prospective customers and assist them in viewing the conference rooms.
- Assist persons utilizing the Conference Center facility in a variety of ways, such as setting up conference rooms as required, performing light household cleaning after events, and directing people to the correct conference room.
- Assist in the constant security supervision of the Conference Center facility.
- Answer the main switchboard and route calls or take messages as appropriate. (E, M)
- Use telephone and other communication equipment in a well modulated voice, using good English grammar. (E)
- Perform a variety of clerical and word processing work related to the function to which assigned. (E,M)
- Work evenings, weekends, and holidays. (E,M)
- Perform related work as assigned.

QUALIFICATIONS

Knowledge of:

- Office and telephone procedures and practices.
- Customer relations and service skills.

Ability to:

- Handle multiple tasks effectively and pleasantly.
- Perform clerical work involving the use of independent judgment and requiring speed and accuracy.
- Use good written and verbal skills, using good English grammar and diction.
- Work under pressure to meet established deadlines.
- Communicate well with a varied clientele and the general public.
- Interpret and explain Conference Center usage information in a clear and concise fashion.
- Work in a confined area for long periods of time.
- Lift up to 50 pounds.

- Work flexible hours as required.

Experience and Education:

One year clerical and typing experience required. Word processing and telephone experience preferred. Equivalent combination of education and experience will be considered.

Necessary Special Requirement:

Possession of a valid Class C California Driver's license

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