



JOB DESCRIPTION

CONFERENCE CENTER EVENT COORDINATOR ASSISTANT

(Full-Time, 40 Hours per Week, Year-Round)

DEFINITION

Under general supervision of the Facility Administrator, to perform bookings, sales and set-up of rental facilities; 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)**

- Maintain calendars and scheduling of all facilities. (E-M)
- Oversee operations of all rentals and leased facilities. (E, M)
- 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 direct inquiries as appropriate. (E-M)
- Provide information about usage of the Conference Center and all rental 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.
- Administer the Facility Maintenance Portal.

QUALIFICATIONS

Knowledge of:

- Modern office and telephone procedures and practices; standard office equipment; filing and records systems.
- Customer relations and service skills.
- Effective time management methods.
- Computer operation and software including, but not limited to: Word, Excel, QuickBooks, and desktop publishing.

Ability to:

- Meet and interface with general public, tenants and vendors in a professional manner.
- Handle multiple tasks at once (i.e. phone calls, receive visitors) effectively and pleasantly.
- Perform clerical work involving the use of independent judgment and requiring speed and accuracy.
- Communicate clearly, concisely and effectively, both orally and in writing. **Bilingual (English/Spanish) abilities are highly desirable.**
- Work well independently.
- Work under pressure to meet established deadlines.
- Interpret and explain Conference Center and facility usage information in a clear and concise fashion.
- Work in a confined area for long periods of time.
- Perform light household cleaning and lift up to 50 pounds.
- Work flexible hours as required.

Experience and Education:

High school diploma or equivalent and one year clerical/customer service experience required. Ability to operate computer software and telephone required. Equivalent combination of education and experience will be considered. Bilingual (English/Spanish) abilities preferred.

Necessary Special Requirement:

Possession of a valid Class C California Driver license

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