

Texas Assisted Living Association Position Description

Conference and Events Coordinator

Full-time position based in Austin, TX. Days and hours of work are Monday through Friday during core flexible work hours. Position allows for partial, weekly remote work. Direct report to TALA President & CEO.

Salary range depending on experience: \$52,000 to \$62,000.

Summary

The Conference and Events Coordinator is responsible for all TALA events. Responsible for strategic-plan implementation and operational oversight of the TALA annual conference and industry expo and other internal/external meetings.

Essential Duties and Responsibilities

- Lead the implementation of policies, procedures and project plans for TALA's conferences and meetings, including budget oversight and potential budget development.
- Assist with negotiating hotel, venue, and vendor contracts for all events.
- Manage all meeting contractors/vendors and onsite logistics.
- Manage all pre-event interactions with hotel and provide on-site hotel meeting leadership and direction to hotel staff, conduct on-site inspections of hotels, conference centers and off-site venues to select suitable locations and facilities for meeting needs.
- Coordinate/order signage and other conference and events materials.
- Prepare meeting proforma including space requirements, audio/visual production, BEOs, master schedule, and staff work plans.
- Maintain meeting histories, specifications, and standard operating procedures for each event.
- Collect and maintain meeting wrap-up reports/stats to include food & beverage spending, hotel pick-up reports, etc.
- Serve as primary point of contact for all events.

Qualifications/Requirements/Experience:

- Two years related experience or a combination of hospitality training and experience in comparable work. Associate degree or higher.
- Proficient in Microsoft Office and ability to learn various TALA software programs.
- Positive, upbeat, person-focused approach to customer service. Be a positive part of the team.
- Must be self-directed and have the ability to work independently.
- Ability to coordinate efforts of various team members.
- Organized with attention to detail.
- High-level communication and interpersonal skills, by phone, in writing and in person, with the public, the TALA Board of Directors, volunteers and other staff.
- Have the ability to travel, including overnight stays, and have reliable transportation.
- Must be able to lift 35 lbs.

This position profile in no way states or implies that these are the only duties to be performed. This is not an exhaustive list of job duties and responsibilities. Essential elements may change or be added when necessary.

Interested applicants should email a resume and cover letter to TALA's President and CEO Diana Martinez (diana.martinez@tala.org).