



## ESCCO – COUNCIL OF GOVERNMENTS

### OCALI

### JOB DESCRIPTION

## EVENTS SPECIALIST

#### Minimum Qualifications:

- Degree in hospitality management or project management or event planning credentials preferred
- Experience and proficiency in event management and support
- Experience and proficiency with technology applications (including but not limited to: Microsoft Word, Excel, PowerPoint, Internet, iChat/Skype, etc.) and online environments
- Innovative thinker, strong initiative, driven to complete projects, and ability to leverage resources while maintaining focus on the global organizational mission
- Proven experience and ability to adhere to timelines, meet deadlines across multiple projects simultaneously, and complete activities as planned
- Self-directed professional, with strong analytical, organizational, and problem-solving skills
- Excellent written and verbal communication skills. Communicates professionally and effectively, in writing and orally, with internal teams and external partners and/or customers
- Team player who values the success of the overall group yet works well independently
- Ability to establish and maintain collaborative effective working relationships with supervisors and subordinate staff, division directors and managers, public officials, and state agencies
- Ability to independently travel within the state for work related duties, meetings, and professional development when needed
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and Board policies<sup>117</sup><sub>SEP</sub>

*Note:* This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

**FLSA Classification:** Non-Exempt

**Reports To:** Senior Director: Strategy, Operations & Finance

#### **Job Objectives:**

The events specialist will assist the OCALI team with event planning, logistics, and support.

### **Responsibilities and Essential Functions:**

“The following duties are representative of performance expectations: however, the list below is not ranked in order of importance.”

- Works as part of a collaborative team to plan events for OCALI and clients
- Manages the event registration process
- Provides excellent and timely direct customer service, assistance and frontline support, including email, phone, social media, and on-site
- Assists with event budgets and financial duties including PO processing, purchasing, invoice payment and payment processing
- Coordinates speaker logistics and hosting
- Coordinates event details including document editing, bulk mailings, marketing, continuing education, and other event-related duties
- Manages hotel contracts
- Assists with volunteer and staff scheduling for events
- Brings creative solutions and collaboratively plans future events
- Independently plans and schedules internal and external meetings and conference calls
- Communicates professionally and effectively, in writing and orally, with internal teams and external partners and/or customers
- Performs other specific job-related duties as assigned by Superintendent or his/her designee

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

### **Conduct:**

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

### **Terms of Employment:**

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

If applicable, it is the employee’s responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.

January 2020