



**Position Vacancy Announcement
Events Coordinator**

Date: July 18, 2017

Title of Position: Events Coordinator

Bargaining Unit / Salary Range: Salary and Benefits commensurate with the Agreement between the MCCS Trustees and the MEA Administrators Unit, Pending classification.

SUMMARY:

Reporting to the Acting Director of Workforce Development, the Events Coordinator will be responsible for the preparation and execution of all conferences, and events at CMCC for internal and external clients ensuring that exceptional customer service standards are met. This position will also serve as a workforce development department liaison and support the daily operations of the office to include, but not limited to processing all program registrations. The Events Coordinator will be responsible for developing and maintaining systems for all aspects of event management from processing inquiries, managing reservations, gathering pertinent information required for the proper execution of event related contracts and resulting invoices and the oversight and execution of event details.

QUALIFICATIONS:

Required--- Associate Degree in business, hospitality management or related field or two years of relevant work experience.

Preferred—Baccalaureate Degree in event planning or related field. Proficiency in MS Publisher.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following; however, other duties may be assigned.

- Excellent internal and external customer service skills.
- Highly organized and detail-oriented.
- Excellent effective written and verbal communication skills.
- Strong interpersonal, relationship-building, group facilitation, and time management.
- Proven project management skills.
- Proficiency in Microsoft Office computer applications, and excellent problem solving skills are required.
- Schedule flexibility as this position requires some evening and weekend hours.
- Self-starter- Must be able to work independently, with minimal direction once directives are established and understood.
- Team Player- Ability to work with colleagues to meet the objectives.

TO APPLY: This position will remain open until filled, however, in order to receive full consideration, please send a completed CMCC employment application available at www.cmcc.edu, a letter of application, a resume, and names of three references by July 31, 2017, to:

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