ASSISTANT PROGRAM COORDINATOR

We are seeking a highly professional, self-motivated, service-oriented Program Coordinator to join our team who is also a problem solver, a quick learner and has a positive attitude.

Job Title

Assistant Program Coordinator

Job Type

Full-time, Dallas-based office position with work from home opportunities

Start Date

July/August 2023

Benefits

Insurance, Vacation, Sick Leave, Flex Days, Holidays, 401K, Profit Sharing

Qualifications

- Bachelor's Degree
- Hospitality Industry Experience preferred
- Attendee Management and Communication Experience
- Cvent Registration Experience preferred
- Proficient in Microsoft Suite – Excel, Word, Outlook, PowerPoint
- Domestic and International Travel
- Experience working in teams to accomplish the same goal
- Professional Written and Verbal Skills, including C-Suite client communications
- Relationship Building and Service Skills
- Time and Task Management Skills

Responsibilities

- Manage Face-to-Face and Virtual Meetings, Incentives Trips, and Sports Hospitality Events
- Coordinate with the Program Manager to establish project timelines
- Conduct Regular Client Communication
- Manage Registration Process and Attendee Correspondence via phone and email
- Manage Attendee Database
- Develop Meeting/Event Documents for Attendees
- Manage Printing and Organize for Distribution
- Oversee Attendee Travel Arrangements through 3rd Party Air Providers
- Manage Attendee Hotel Accommodation and Rooming Lists
- Manage Air Manifests and Communication with Ground/DMC Providers
- Manage Meeting/Event Supplies and Shipping Process
- Financial Management of Attendee Reimbursements, Hotel Bills and Vendor Invoices
- Manage Program Staff Materials
- Manage Post-Event Attendee Evaluations

Computer Programs/Software Usage

- Cvent Registration Software
- FileMaker Pro
- Microsoft Office Suite: Excel, Word, Outlook, PowerPoint
- Federal Express and UPS Online Shipping
- Adobe Acrobat
- Proficient Keyboarding Skills
- Web Browsing: Firefox, Chrome, Edge