

Name: \_\_\_\_\_  
Title or Position: Event Coordinator Assistant

Date of Hire: \_\_\_\_\_  
Department: Education

### **Job Description**

#### **PRIDE in the Park- Event Coordinator Assistant**

##### **Summary:**

Assist in the planning and coordination of 2019 PRIDE in the Park (Valley AIDS Council d/b/a South Texas Equality Project) event. This is a temporary part time (25 hours/week) contractual position that will expire on July 5, 2019.

##### **Employee Risk Factor: III**

Does not perform tasks that involve exposure or potential exposure to blood, body tissue, or other fluids.

##### **Minimum Requirements:**

###### **Education:**

A high school diploma or GED

###### **Experience:**

At least three (3) months experience in event planning/coordination

Must be able to work with LGBTQ Community

Must have Excel, Word, Photo Shop knowledge

Excellent writing skills

##### **Essential Duties and Responsibilities:**

Have

Research and identifies potential authoritative speakers to present workshops or plenary sessions at South Central AETC educational events.

Screen potential speakers, makes recommendations to event coordinators and then takes their direction to negotiate fees, book travel and hotel stays.

Identifies and reaches out to potential event exhibitors. Corresponds with them, sharing exhibit fees, event schedules and other relevant information. Helps facilitate payment from exhibitors.

Identifies handouts and other materials relevant to South Central AETC events and makes them available online for attendees.

Works with hotel staff to ensure that room set ups are appropriate, AV equipment is secured, food is ordered and exhibit space is appropriate to meet our needs.

Works with CME/CNE/CEU providers to ensure that all proper documentation has been submitted.

Meet with event coordinators on a weekly basis keeping them abreast of activities, deadlines, and other relevant issues as they arise.

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Ability to speak English/Spanish fluently preferred.

Strong writing skills required.

Supervisory responsibilities preferred.

Ability to multi-task and prioritize required.

Knowledge of HIV/STIS's, sexuality and social determinants of health required.

Other duties may be assigned.

Employee Signature \_\_\_\_\_ Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_