



TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: 10/01/2021

Closing Date: Until Filled

Position Title: Conference & Event Planner

Department/Division: Treasurer's Office/Conference & Event Planning

Job Type: Regular Full-Time, Exempt

Location: 7557 Rambler Rd, Ste. 1200, Dallas, TX 75231

BASIC FUNCTION: Provides assistance in the planning, coordination and administrative responsibilities to create effective, efficient, and economical meeting and events hosted by the BGCT and its ministries. Works under the direct supervision of the Director, Conference & Event Planning.

Position description/objective: *NOTE: Some descriptions may have more specific duties and/or goals and objectives attached to this form. Such attachments normally reflect unique aspects of specific locations, shifts, departments, etc.*

- *1. As requested, coordinate, empower and provide direction and assistance to work of staff, vendors, volunteer staff, service suppliers, exhibitors and others assigned to each event project to ensure timely workflow and progress for successes of events as required in accordance with laws and BGCT policies.
- *2. Assist in training sessions internally on best practices and industry standards and organizational compliance.
- *3. Work with creative services in communicating the necessary marketing and web design needed to promote the conventions, meetings and events.
- *4. As directed, edit and manage documents in a timely manner for online promotion and other marketing as needed.
- *5. Provide regular input in decisions involving direction and focus of the Conference & Event Planning Team. Research recommendations for changes and provide reporting to the Director.
- *6. Assist in the preparation and planning related to conference and event logistics including but not limited to registration, signage, speaker/musician correspondences, rooming lists, vendor/supplier correspondence and travel arrangements.
- *7. As requested, assist with on-site management of BGCT ministries conferences and events.

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- *8. Work in conjunction with BGCT ministry offices, under the direction of the Director of Conference & Event Planning to research and solicit bid proposals from service providers and event vendor(s) for consideration.
- *9. Work with the various BGCT offices to research and secure event venues, event dates and rates for multiple use/year discounts to facilitate buying power for the Organization.
- *10. Evaluate options with a variety of vendors for events and arrange all related services with vendors/contractors (i.e. hotels, event venues, decorators, audio visual, transportation, speakers/musicians, etc.) and ensure appropriate labor is evaluated and provided for Annual Meeting and events according to established objectives.
- *11. Assist under the direction of the Director, Conference & Event Planning, staff and leadership to identify and resolve problems with the Annual Meeting and events effectively and appropriately.
- *12. Develop a complete and accurate historical data analysis, maintain records and files (digital/paper), monitor timelines/promotional schedules, maintain inventory and assist in compiling information to ensure adequate production/promotion of meetings and events for the BGCT.
- *13. As requested, will assist in developing scope of events, which includes, but not limited to timelines, locations, programs and costs to assist in meetings and events hosted by the BGCT.
- *14. Provide administrative support for the Director, Conference & Event Planning.
- *15. Create and maintain and a training manual on best practices for conferences and events.
- *16. Manage the finances for the Conference & Event Planning area to include but not limited to the processing of check requisitions, invoices, reimbursement vouchers, reconciliations, journal entries, miscellaneous receipts, credit card bills, and travel expenses as required accurately and timely; maintain efficient record retention system for these accounts and generating financial reports as required.
- *17. Assist BGCT meeting management staff to develop and monitor events budget and ensure effective and efficient event management.
- *18. Maintain and monitor records and up-to date files.
- *19. Maintain and order event and office supplies.
- *20. Attend meetings and participate in training as required.
- *21. Effectively work with co-workers to meet timely objectives established for the successful completion of a project.
- *22. Must possess good oral and written skills.
- *23. Promptly answer phones, emails, take messages and respond to requests in a timely fashion from internal and external constituents for information accurately.
- *24. Process correspondence and other communications accurately and on times.

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- *25. Prepare and proofread letters, memos, spreadsheets and other correspondence accurately and on time.
- *26. Maintain compliance with the Baptist General Convention of Texas' employee policies and procedures.
- *27. Maintain compliance with all state and federal laws and regulatory requirements.
- *28. Perform other duties as required.

*Task which is considered to be an essential function and primary duty of the job

Required skills and experience: *NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.*

1. In-depth understanding of a comprehensive field of knowledge, generally acquired through an earned Associate's degree from an accredited college or university or equivalent 2+ years minimum of administrative support.
2. Active membership in a church supportive of the BGCT during employment.
3. Excellent organizational skills; ability to multi-task.
4. Proficient ability to speak, read and write English. Ability to speak, read, and write Spanish preferred.
5. Professionalism in the workplace to include professional and accurate communication with others.
6. Proficient accounting skills required to process invoices, vouchers, and checks and manage budget.
7. Knowledge of denominational structure and church programs.
8. Commitment to Christian principles and teachings both professionally and personally, with an understanding and commitment to Baptist distinctives.
9. Proficient working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Microsoft Access, Microsoft Excel, Google email, Microsoft PowerPoint, and internet skills.
10. Ability to speak clearly and make self-understood in face-to-face interactions; to articulate with accuracy on the telephone.
11. Ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
12. Ability to concentrate on fine detail with some interruption; ability to focus attention on tasks for 45-60 minutes at a time on a continuous basis.
13. Ability to understand and relate to the theories behind several related concepts; ability to remember verbal and written tasks/assignments from a few hours to long periods of time.
14. Ability to establish and maintain effective working relationships with staff, vendors, churches, committees, organizations, etc.
15. Ability to operate standard office machinery to include but not limited to copier, fax, and calculator.
16. Ability to use up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or 10 pounds continuously to move objects.

The purpose of BGCT job descriptions is to describe the basic function, major responsibilities/tasks and essential functions of each job so that employees can be aware and understand what is expected of them. The descriptions

also provide information useful for recruiting, training and performance appraisal. This document does not create an employment contract, nor does it modify the at-will employment status of all employees.

A job description is not meant to inhibit employee creativity or innovation. The description will be revised as job responsibilities change materially.

CONTACT: **Human Resources**
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Texas Baptists is an Equal Opportunity Employer.