



**ILLINOIS
EDUCATION
ASSOCIATION**
www.ieanea.org

VACANCY NOTICE

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December 14, 2021

PLEASE POST

**PROFESSIONAL DEVELOPMENT CENTER FACILITY AND CONFERENCE SERVICES
COORDINATOR
Springfield, IL**

DEADLINE FOR INTERNAL APPLICATIONS: January 6, 2022

EFFECTIVE DATE: To Be Determined

HOW TO APPLY: Candidates should submit resume and application materials by using the following link [Internal Candidates Apply Here](#) and [External Candidates Apply Here](#).

INTERVIEWS: Candidates who appear to meet the qualifications will be interviewed at a location selected by the IEA-NEA.

STAFF AUTHORITY AND RELATIONSHIPS: Directly responsible to the Director of Program Development and Executive Director.

POSITION DESCRIPTION: Coordinates specific IEA events; serves as receptionist and facility coordinator for the IEA-NEA Professional Development Center.

RESPONSIBILITIES:

1. Greets and conveys information and directions to members, guests and persons having business with the IEA-NEA Professional Development Center.
2. Handles inquiries and books events for the Professional Development Center.
3. Assists with marketing and promotion efforts for the Professional Development Center.
4. Coordinates needs of facility users including but not limited to: setup needs, training materials, audiovisual and conferencing equipment, and catering needs.
5. Maintains facility usage records.
6. Receives and processes vouchers when appropriate.
7. Processes facility user evaluations.
8. Assists in the scheduling, contracting, coordinating, and implementation of meetings, trainings, and conferences with hotels, universities and other conferencing sites.
9. Designs and launches registration sites for specific IEA events, monitors registration, and communicates changes as necessary to other IEA departments.
10. Maintains housing lists for specific IEA events; communicates changes as necessary to the hotels and members/staff.
11. Manages miscellaneous event orders and creates required conference materials.

VACANCY NOTICE

PROFESSIONAL DEVELOPMENT CENTER FACILITY AND CONFERENCE SERVICES COORDINATOR Springfield, IL (Continued)

RESPONSIBILITIES: (Continued)

12. Coordinates with other IEA departments to launch RFPs for specific IEA events.
13. Maintains communication with event presenters beginning with the RFP process through the event execution.
14. Maintains an up-to-date calendar of events, conferences, conventions, meetings, etc. for the department.
15. Provides information and/or materials as requested pursuant to departmental procedures and established policy; refers questions to appropriate personnel.
16. Maintains a working knowledge of office machines and computer equipment.
17. Acquires an understanding of the structure, operation and function of the IEA-NEA.
18. Demonstrates a high degree of interpersonal skills. Interacts appropriately with staff, members, and the general public.
19. Performs other appropriate duties as directed by assigned management staff.

QUALIFICATIONS:

- Minimum high school diploma, business college or college desirable;
- High degree of organization skills with ability to effectively manage simultaneous projects.
- Capable of effectively dealing with members and staff on an interpersonal basis.
- Proficient in Microsoft Office packages including Word, Excel, Access, and PowerPoint.
- Willingness to travel for work related events.
- Prior experience with Cvent highly desirable.
- Able to work independently.
- Above average ability in typing, spelling, composition, and math skills;
- Working knowledge of personal computers and online training and technology required.
- Knowledge and ability to perform basic office accounting functions;
- Valid driver's license required.

SALARY AND BENEFITS: In conformance with the IEA-NEA/IEASO Associate Staff Contract.

AN EQUAL OPPORTUNITY EMPLOYER