



**JOB TITLE: Special Events Coordinator**

**SALARY RANGE: \$39,000.00 - \$47,000.00**

**OPENING DATE: September 1, 2023**

**CLOSING DATE: September 15, 2023**

**START DATE: October 1, 2023**

**OFFICE HOURS: Monday – Friday 8:30 AM – 5:30 PM**

**JOB SUMMARY:**

Under general supervision, the Special Events Coordinator is responsible for performing a variety of professional and/or technical duties in a staff capacity supporting the administrative duties and event activities for Visit San Antonio.

**ESSENTIAL JOB FUNCTIONS:**

- Assist with the development, production and delivery of projects from conception to completion for various divisions of Visit San Antonio;
- Maintains timelines and priorities of projects and communicates status to appropriate project leads;
- Administrative functions to ensure specific projects are delivered on time and efficiently;
- Provides support to Special Events Manager and team members, to meet deadlines for invoicing, reporting, CRM database work, and event planning documents;
- Communicates status of workflow weekly to Special Events Manager;
- May travel for on-site production or event support;
- Source with vendors and suppliers including amenity items, décor, entertainment and caterers;
- Ideation for new and wow experiences for Visit San Antonio meetings and events;
- Package and deliver custom amenity items;
- Responsible for establishing and/or maintaining budget tracker for team;
- Send event surveys to clients and partners;
- Maintain account management of CRM modules including consistent implementation of the system, processes, and all required documentation required by the position. Enter all notes with specific details of activities and associated documents;
- Compile and complete post-event reports in a timely manner;
- Maintain knowledge of event venues; hotels, City of San Antonio and the Henry B. González Convention Center;
- Communicate and form great working relationships and great customer service with the team, vendors, sponsors, guests, and volunteers.
- Maintain knowledge of all promotional materials available and needed for events;
- Assist department directors and executive team with special projects as needed;
- Performs other projects as assigned.

**JOB REQUIREMENTS:**

- Bachelor's Degree from an accredited college or university. Earned certification(s) in hospitality industry or working to obtain certification.
- Minimum two (2) year's event service experience.
- Accomplished in planning/supporting organizational events both small and large scale. Prior experience in a membership based organization, hotel, tourism and/or hospitality industry.
- Valid Class 'C' Texas Driver's License

**APPLICANT INFORMATION:**

- If selected for this position, official transcripts, diplomas, certifications and licenses must be submitted at the time of processing. Unofficial transcripts and copies of other relevant documents may be attached to the application for consideration in advance.
- Please be advised that if selected for this position, information regarding employment history as it relates to the qualifications of this position will be needed for employment verification. Applicants claiming military service to meet the experience requirement for this position may attach a DD214 to the application.
- Applicants selected for employment with Visit San Antonio in this position must receive satisfactory results from pre-employment drug testing and background checks. If required for the position, a physical, motor vehicle record evaluation, and additional background checks may be conducted.

**KNOWLEDGE SKILLS AND ABILITIES:**

- Proof reading and grammar skills;
- Solid knowledge of San Antonio and ability to confidently promote the city is required;
- Persuasive negotiation skills;
- Ability to work collaboratively;
- Strong interpersonal skills, maturity, good judgment and be capable of communicating in a professional manner with a diverse range of individuals; maintain professional presence;
- Highly-motivated, self-starter;
- Proven problem analysis and resolution skills; exceptional analytical skills;
- Ability to prioritize and manage multiple responsibilities simultaneously;
- Efficient and proven organizational skills; detail oriented;
- Proficient technology application skills; Advanced MS Office (Word, Excel & PowerPoint), MS Outlook, Internet Explorer & Client Management software. Adobe Illustrator is a plus;
- Reliable, dependable, flexible and responsive; ability to work outside of normal work schedule as needed/directed;
- Ability to travel locally and domestically;

**PHYSICAL REQUIREMENTS:**

Includes occasional lifting, carrying of 25 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment but may require evening and/or weekend activities with some traveling required. The employee is required to stand and walk for long periods of time.

This position is a fulltime position, subject to local travel and/or evening and weekend hours on an as needed basis. Visit San Antonio offers a competitive benefits package including paid holidays and annual leave, health & wellness plan options, and retirement plan options. Visit San Antonio is an equal opportunity employer. Applications from men, women, individuals with disabilities, veterans, and people of diverse cultural backgrounds are encouraged to apply.

**To apply for this position, please send your application, resume, and cover letter to [jobs@visitsanantonio.com](mailto:jobs@visitsanantonio.com)**