

EVENT & CONFERENCE COORDINATOR

HOPE COLLEGE EVENTS & CONFERENCES OFFICE



“Making Magic” is putting it lightly. We’re devoted to creating an incredible Hope summer conference experience, and our Conference Coordinators are at the front lines of this effort, knocking socks off right and left with helpfulness, wisdom, and warmth. Remember that one time someone made an average experience memorable and amazing? Now it’s your turn.

This position, or internship if you’re in need of one for your major, is a fabulous experience across the board. It’s not only a great resume booster, but also an opportunity to have practical experiences with real clients. Other benefits include: a meal plan, on-campus housing for the summer, golf cart privileges, and hearty paychecks. It’s definitely a summer of hard work, but the experience, friendships, and fun that you have will be worth the hours you put in.

If interacting and coordinating arrangements with dancers, musicians, missionaries, athletes, wedding parties, photographers, and rug hookers sounds like a challenge you’d like to take on, keep reading!

POSITION SUMMARY

Event and Conference Coordinators (5 available positions) directly support the ECO by coordinating various aspects of summer conferences and special events. As part of the overall summer conference operation, the Event and Conference Coordinator will:

- Plan logistical and administrative arrangements with various summer conference groups
- Serve as Hope liaison with conference leaders and attendees both prior to conference arrival and while group is on campus
- Coordinate with necessary campus departments to arrange for services and equipment
- Coordinate meeting rooms, housing, and dining room needs
- Assist with light meeting preparation work (moving tables, chairs, boxes, etc.)
- Assist with registration and various administrative duties as directed
- Respond to the needs and requests of summer conference participants at all times with a positive attitude
- Assist clients with logistical wedding arrangements, rehearsal and wedding set-ups with Hope staff
- Assist the wedding party while they are in the chapel
- Enforce applicable College regulations and policies
- Complete other assignments as directed

EXPECTATIONS

Event and Conference Coordinators are expected to work effectively with a diverse range of individuals and groups. They should be effective communicators and troubleshooters, enthusiastic and self-motivated. They should be socially and emotionally mature, possess superior planning and organizational skills, have a good knowledge of campus facilities, and have the ability to make decisions with minimal supervision. The ability to be diplomatic is essential in this customer service position. ECC's should possess a commitment to Hope College and a desire to positively represent the college in their day to day work.

REQUIREMENTS

Event and Conference Coordinators must reside in designated campus housing during the summer conference season. ECC's must have a minimum 2.50 cumulative grade point average to be considered for a position and be in good judicial standing. A valid U.S. driver's license is required.

TIME COMMITMENT

The summer conference season is from Monday, May 7 through Wednesday, August 15, 2018. Event and Conference Coordinators work an average of 40 hours per week with additional hours in the peak times of late June, July, and early August. ECC's rotate the on-call position nightly on weekdays and at least one Coordinator will be on-call 24-hours during the weekends. ECC's should expect weekend work. Overall hours and office hours will vary depending upon the conferences and weddings on campus. Flexibility is a must; outside commitments must be kept to a minimum. Once the hiring process is complete, ECC's will be required to participate in 2 hours of training prior to start date in May – times to be determined.

COMPENSATION

Each Event and Conference Coordinator will receive campus housing, a 10 meal plan, and an hourly rate of \$9.25.

INTERNSHIP

In addition to the compensation, applicants may use the position as an internship with a Hope College Academic Department. Prior participating departments include Communications, Economics, Management and Accounting. Other departmentally sponsored internships are welcome. The Events and Conferences Office will cover half the cost of tuition for up to 4 hours of college credit.

TIMELINE

January 8:	Applications are available
February 9:	Applications due
February 14-16:	First interviews
Mid-March:	Candidate selection
May 8:	Summer Begins!

RESUME

If you have questions or need additional information please contact Odille Parker, at 616.395.7222 or parkero@hope.edu. Please submit application and resume to:

Events & Conferences Office
100 E. 8th St, Suite 130
Holland, MI 49423