



## **POSITION DESCRIPTION**

**TITLE:** Document and Event Coordinator

**DEPARTMENT:** P.E.O. Executive Office

**SUPERVISOR:** Convention and Special Event Manager

### **POSITION SUMMARY:**

This full-time position is responsible for control, security, accessibility, accuracy, quality and timeliness of organizational documents, such as policies, procedures, guidelines and forms. As document coordinator, this position manages revisions to all documents – forms, manuals, publications, printed materials, etc. – and oversees or completes the process of changes. As Event Coordinator, this position is responsible for the registration and housing for International Convention, which is held every other year. The coordinator will work on specific projects, paying close attention to details, while working with cross-functional teams and suppliers (including, but not limited to, hotels, venues, and transportation companies) to ensure that internal and external customer expectations are met or exceeded. This position also coordinates travel, registration, and logistics for P.E.O. International boards and committees and special events. Under the supervision of the Convention and Special Event Manager, this position works closely with the Director of Communications, Editor of the P.E.O. Record, Graphic Designer/Associate Editor, Digital Communications Specialist, and the Proofreader.

### **RESPONSIBILITIES:**

#### Document Management

- Store, manage and track documents and revisions for the organization
- Follow organization policy for document update procedures and records retention schedule
- Update all manuals, handbooks and forms working with the Executive Board liaison in charge of revisions
- Maintain change logs for all updates to manuals, handbooks and forms
- Maintain updated copies within the P.E.O. Executive Office and oversee the distribution of updated copies to appropriate members or boards/committees
- Maintain consistency of policy, features, functions and organization goals in all documents
- Assists the Director of Communication in her role as requested, and may be asked to accomplish other duties as assigned

#### P.E.O. International Chapter Events:

- Coordinate registration and hotel accommodations for annual LEAD Conference
- Coordinate registration and hotel accommodations for annual Regional Membership Summits events
- Coordinate registration and hotel accommodations for biannual LTM Conference
- Arrange hotel reservations and meeting logistics for all boards and committees for annual meetings
- Manage registration & housing for Convention of International Chapter
- Assists the Convention and Special Event Manager in her role as requested, and may be asked to accomplish other duties as assigned

# *International Chapter P.E.O. Sisterhood*

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- Effectively track event planning status through established processes and deadlines
- Provide excellent customer service to our attendees
- Maintain productive, professional relationships with vendors

## **SUPERVISION:**

This position reports to the Convention and Special Event Manager, and operates within the guidelines developed by the Executive Board of International Chapter and office practices and procedures established by the Executive Director. Questions should be referred to the Executive Director.

## **REQUIRED SKILLS:**

Membership in the P.E.O. Sisterhood as well as an understanding of P.E.O. policies and procedures is preferred, though not required. Self-directed, with the ability to work independently and be highly-motivated. Work in a fast-paced and deadline driven environment, can stay focused and carry out their tasks in a timely and accurate manner. Must have use of personal vehicle, and the ability to stand and walk most hours of the day with ability to lift items 25 pounds and over. Advance knowledge of editing and creating complex documents within Microsoft Word and Adobe Acrobat, and proficient computer skills in Microsoft Office, Excel, and PowerPoint. Detail-oriented, dependable and trustworthy since this position works with complex and sensitive documents. Maintains excellent writing and language skills. Prior experience with rooming lists and food and beverage requirements (menus, BEOs) is preferred.