Position Description

Position Title: Meetings & Convention Coordinator

Reports To: Director, Meetings and Convention

Supervises the following positions:

Summary function: Responsible for performing a wide variety of administrative and professional meetings related duties, including unique responsibilities specific to this position and the Meetings Department.

% of Time Essential Duties and Responsibilities

35 Contracts meetings for assigned sections and other meetings as assigned, including contract addendums, as needed.

20 Coordinates and facilitates Annual Convention online registration.

15 Coordinates the schedule for all three major Bar meetings including updates on the Bar's meeting webpage.

10 Coordinates the hotel room block for all staff and VIPs for Winter Meeting and Annual Convention and provides updates to the Meetings Director and Programs Division Director.

5 Handles accounting processes for all registration funds received and refunded for Annual Convention.

5 Assists with production of the online Annual Convention brochure, including implementation of the convention registration form.

5 Assists with Annual Convention on site program.

5 Other duties as assigned.
Non-Essential Duties and Responsibilities

All duties and responsibilities are essential.

Knowledge, Skills, and Abilities required for the positions

Knowledge of:
- Meetings and Contracts
- Negotiating skills
- Marketing skills
- Hotels and meeting facilities
- Effective writing skills and proper spelling, punctuation and grammar usage
- Administrative principles and procedures

Skilled in:
- Contract negotiation
- Database usage proficiency
- MS Word and MS Excel

Ability to:
- Negotiate effectively
- Multitask
- Effectively manage difficult and stressful situations
- Establish and maintain effective working relationships
- Communicate effectively and professionally, both verbally and in writing
- Pay attention to detail
- Proofread
- Prioritize work and stay organized
- Learn The Rules Regulating The Florida Bar
- Work overtime
- Be creative
- Travel
Minimum education and work required for the position:

Required minimum education:
Bachelor's Degree (proof required at interview).

Required minimum professional work experience:
One (1) year of professional meeting planning experience.

Required licensure certification(s):
Certified Meeting Planner (CMP) certification is highly preferred.

Other job related requirements for the position (e.g., work schedule, physical and mental requirements, language requirements, overtime, travel, use of equipment/machines, etc.):
- Travel and periodic overtime are required. Ability to sit for long periods of time, hear and converse over the telephone, and key/work frequently on a computer. Ability to lift 5 to 10 lbs.

Additional information:
Additional meeting planning experience may substitute for the degree on a year-for-year basis.

This job description is not a contract for employment and The Florida Bar reserves the right to make any necessary revisions on the job description at any time without notice.