



## Notice of Job Opening

### Convention Services Coordinator

**General Description:** Visit Corpus Christi is looking for a motivated, dynamic, organized and team-oriented professional to join the Convention Sales Team. This position reports directly to the Senior Director of Sales & Convention Marketing. It is responsible for servicing groups and assisting in meeting the annual Group Sales Goal by providing excellent customer service to our visitors. It will frequently require laser focus to function effectively under time constraints and established deadlines.

<u>Job Description (Daily Responsibilities):</u>
1) Provide group services support to the Sales Department for Conventions, Groups and Clients.
2) Coordinate and assist with Pre-Convention and Post-Convention meetings for groups. This includes tracking surveys for the organization.
3) Coordinate, exhibit and manage welcome booths for in-house convention and group business.
4) Manage convention services supplies, inventory and budget.
5) Manage convention calendar and reporting to stakeholders.

• **Compensation & Benefits:**

- \$38,000 Plus Benefits
- Commensurate with Experience and Qualifications.

• **Qualifications:**

- Degree in Hospitality, Tourism, Business or Related Field a plus
- Or Subsequent experience in Convention Services or Sales

• **Work Hours:**

- Typically 8 AM – 5 PM, M – F
- Some weekends
- General Business Travel

**Core Competencies:**

- 1) **Initiative:** Generates ideas and initiates action to seek information, solve problems or follow through with a task; is a self-starter.
- 2) **Quantity of Work:** Provides consistent reporting on accomplishments. Seeks further assignments when workload permits and consistently completes acceptable volume of work on time.
- 3) **Responsibility & Quality of Work:** Has good attendance, is on time and is present and productive at work; Work consistently demonstrates an understanding of the objectives and mission statement.
- 4) **Judgement & Decision Making:** Evaluates information and makes sound and timely decisions. Is accountable for results. Selects decision alternatives that meet the objectives of the department.
- 5) **Attitude & Stress Management:** Keeps an upbeat, professional attitude even under challenging situations.
- 6) **Teamwork:** Willing to share information and offers aid when possible; consistently looking for ways to improve processes in the work place.
- 7) **Customer Service Focus:** Understands customer’s needs, expectations, and organization’s requirements for public service; Treats customers (internal & external) with courtesy and respect; Responds quickly to all requests.
- 8) **Communication:** Communicates effectively verbally and in writing with team members, colleagues, customers and managers with widely different socio-economic and educational backgrounds; listens to others and is open minded to suggestions from others.

**How to Apply**

Submit Cover Letter & Resume to Carmen Newton, Office Manager at [CNewton@visitcorpuschristitx.org](mailto:CNewton@visitcorpuschristitx.org) by February 10, 2020.