

Fort Worden Lifelong Learning Center Public Development Authority

Conference Services Coordinator

Purpose of this position: The *position* is responsible for the coordination of the requirements needed for all groups that will be coming to the property.

Scope: The *position* reports to the Director of Sales. This position is responsible for handling and arranging all of the necessary planning, details and activity necessary for the success of all groups booked for the property.

Responsibilities:

- Once a group booking has been updated to definite status, it will be turned over to the Conference Services Coordinator to be the liaison between the meeting planner and the property.
- Work closely with the Revenue Coordinator to insure the proper blocking of the necessary guest room requirements.
- Work closely with the Bon Appetit Manager to ensure that all catering and meeting room requirements have been reserved for the group.
- Prepare all necessary Event Orders have been prepared and circulated to all departments.
- Hold a weekly update for all areas of the hotel to review all details necessary for any group or catering event.
- Be the conduit of all information and questions that the meeting planner may have while they are onsite at the property for their functions.
- Be able to work varied schedules based on business, group and events taking place on property.
- Performs all other assigned duties and tasks as assigned.

Experience and Education:

Strong desire to lead and motivate associates, strong judgment and decision making skills. Professionally handle multiple tasks and demands. Attention to detail and follow through are critical. Sincere desire to provide exceptional guest service. Must be able to work a varied schedule including nights, weekends and holidays. Hospitality experience and supervisory experience is preferred for this position.