

Class Code:.....0725  
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Developed by:.....SG  
Reviewed by:.....TM  
Approved by:.....LK  
Date:.....5/95;3/08

UNIVERSITY OF RHODE ISLAND  
Position Description

**TITLE:** Coordinator, Special Events/Conferences, WAJC (Whispering Pines Conference Center)

**DIVISION:** Business and Finance

**REPORTS TO:** Manager, WAJC/Whispering Pines Conference Center

**GRADE:** 9

**SUPERVISES:** Clerical, custodial, kitchen, maintenance, security and other staff as required.

**BASIC FUNCTION:**

Coordinate special events, such as weddings, retirement dinners, holiday parties and conferences at the Whispering Pines Conference Center, including the marketing of facilities, direct sales, coordination, oversight of onsite events (weddings), customer relations and billing.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Implement marketing program for special events at the Whispering Pines Conference Center, including weddings, retirement dinners, holiday parties and other events of a social nature.

Provide tours to prospective customers and negotiate contracts and all related schedules for the special event.

Supervise direct mail and other types of solicitation to publicize the availability of the Whispering Pines Conference Center as a resource for these types of special events.

Liaison with customers to develop a master schedule of the needs of the customer relating to the special event.

Directly supervise all aspects of the special event, including the preparation and serving of all food and beverages, the arrangement and set-up of all sleeping rooms and other rooms used by the guests, and all transportation needs, and coordinate with other outside vendors, such as musicians, florists or other service providers.

Communicate with other campus staff members to insure the appropriate delivery of services according to the schedules prepared.

**OTHER DUTIES AND RESPONSIBILITIES:**

Coordinate all campus-wide conference activities or other special event activities with the staff of the Environmental Education Center.

Document all conference services and other special event services to be used in billing, and prepare monthly and other periodic reports used in account reconciliation and other planning functions.

Assist in the preparation of detailed financial reports summarizing the expenses and revenues associated with hosting each special event.

Prepare and maintain a five-year master calendar of conference and special events bookings and work cooperatively with other staff to maximize the use of the available resources of the Whispering Pines Conference Center.

Perform other duties as assigned.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers and printers; word processing, database management, and spreadsheet software, as well as other software used in the hospitality and food and beverage industries. Must have, or be able to obtain within six months, a certificate in RI Food Safety and TIPS alcohol server certification. Work includes a non-standard work schedule, to include Saturdays and Sundays, and availability for 24-hour call back in cases of emergency and supervisory presence, when required, on all shifts.

**ENVIRONMENTAL CONDITIONS:**

This position is subject to both inside and outside work and extreme cold and hot temperatures can be encountered. Position requires 24-hour call back in cases of emergency and supervisory presence, when required, on all shifts.

**QUALIFICATIONS:**

Bachelor's degree required, preferably in hospitality management or related field. Must have, or be able to obtain, a certificate from the RI Department of Health's Safe Serve Food Sanitation Program. Also required: At least three years of experience coordinating weddings, retirement dinners, holiday parties and other events of a social nature, conferences and meetings; ability to communicate effectively both verbally and in writing; strong interpersonal skills and the demonstrated ability to organize, coordinate and supervise a variety of support staff; ability to provide own transportation; ability to prepare and deliver oral presentations before small, medium and large groups; ability to work well under stress, and to deliver contracted and scheduled services.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**