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# Example of Conference Coordinator Job Description

Our company is searching for experienced candidates for the position of conference coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for conference coordinator

* Ensure that participants are connected into their conference call while accurately obtaining participants list information
* Provide configuration oversight and manage the utilization of the StarRez conference module, including developing processes, providing user training, and ensuring effective, consistent utilization
* Recruit, hire, train, supervise, and evaluate a team of Summer Conference Assistants in order to allow for high quality on-site service delivery
* Facilitate regular Conference Coordinator, Facilities Management, and Third Party partner team meetings
* Provide mentorship to student staff to ensure that we are offering a high quality conference product for every client
* Welcomes guests and provides a high standard of conference service
* Helps increase the conference revenue through his/her sales efforts"
* Assist with providing pricing and preparing contracts for meetings and events
* Coordinates all events to ensure customer satisfaction
* Receives contacts from individuals and groups interested in scheduling conference activities at the designated facility

## Qualifications for conference coordinator

* High school diploma or general education degree (GED) and a minimum of one to two years of related experience and/or training
* Must have the ability to comprehend, interpret and write instructions, short correspondence, and memos and ask clarifying questions to ensure understanding
* Must have the ability to solve problems involving several options in situations
* Bachelor’s degree from an accredited college or university and two years related experience
* Sets up on-line training registration and all related information
* Arranges for copyright and duplicating services for handout materials including Power Points, handouts, articles, evaluations, and Certificates of Attendance