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# Example of Senior Coordinator Job Description

Our company is growing rapidly and is hiring for a senior coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for senior coordinator

* Participates in hotel contract negotiations including rates, dates, space, food and beverage and concessions
* Acts as grant writer or liaison to ensure that educational grants are submitted in timely fashion and follow through processes are compliant with ACCME guidelines, including reconciliation
* Prepares documentation for program review at CME committee meetings, including needs assessment, learner objectives, budgets, disclosures
* Coordinates the acquisition of content for website and provides details to key stakeholders including appropriate CME elements, credit hours, curriculum and faculty
* Coordinates faculty including securing hotel accommodations, travel, CME certification forms, audiovisual requirements and expense approval
* Coordinates communications with exhibitors and corporate supporters
* Prepares syllabus for printing including appropriate CME certification language
* Arranges logistics with hotel, include food and beverage, AV, speaker lodging, and special events
* Coordinates on site meeting logistics including registration process for CME courses
* Formulates work schedules, trains and oversees volunteers and paid staff at the annual Colorectal Disease Symposium

## Qualifications for senior coordinator

* Experience with Union Wages
* Working knowledge of Time and Labor Management systems
* Experience with Federal and State/Local prevailing Wages and certified Payroll Reporting
* Union Contract experience
* 3-5 years of experience, experience working in professional services and/or HR is preferred
* University degree with more than 2 year experience in a related field