



Position Description:

Title: Events Coordinator
Supervisor's Title: Director, Meetings and Director, Event Sales & Logistics
Supervisor's Name:
Department: Learning, Professional Development & Events
FLSA Status: Non-Exempt
Revision Date: July 2025

Job Summary *(In just a few sentences, describe the purpose of this position):*

- The Events Coordinator plays a key role in supporting the planning and execution of in-person, hybrid, and virtual events. This position is responsible for assisting with all aspects of event logistics, including coordinating with vendors, managing registration and attendee communication, and supporting on-site and virtual event operations.
- Additional responsibilities include collaborating with marketing and communications teams, conducting research, drafting correspondence, updating event-related website content, and editing promotional materials. The role may also support educational programming and exhibitor logistics as needed.
- This position requires strong organizational skills, attention to detail, and the ability to manage multiple projects simultaneously. An interest in event planning, travel, and adult education is essential.

Primary Duties *(Describe, in order of most critical first, the major job responsibilities for which the incumbent will be held accountable):*

- Manage assigned projects for meeting/event planning team for the Annual Conference & Exposition, the annual Law Seminar, the annual CEO-MC Retreat and a variety of specialty meetings.
- Assist with event sales (sponsorships and exhibits) as well as benefit fulfillment.
- Manage the hotel rooming lists for staff, speaker and volunteer changes for events by working with the events team (Law Seminar, Annual Conference, High-Rise Manager Workshop, CEO-MC Retreat).
- Manage database corrections to attendee/exhibitor registrations: including badge nicknames, missing companies.

- Support attendee and presenter experience through pre-meeting communication and during the meeting.
- Assist in making changes and edits to event websites, including microsites.
- Stay up-to-date and bring in new ideas on industry practices and technology, including virtual/hybrid meetings.
- Travel to CAI Law Seminar and Annual Conference, to assist with registration, to observe, support, and make recommendations.
- Assist the Meetings Director on MCLE applications for 25+ states for the Law Seminar.
- Communicate and develop relationships with fellow staff, presenters, committee members, exhibitors and sponsors.
- Other duties as necessary to contribute to the overall success of CAI events.

Inter-Departmental Relationships *(Briefly describe how this position must interact with other departments):*

- Must possess the ability to effectively communicate and build strong, collaborative relationships with colleagues across all departments.

External Relationships *(Briefly describe the types, purposes, and relationship with organizations and/or individuals outside the organization):*

- Communicate and develop relationships with presenters, committee members, exhibitors and sponsors.

Critical Products/Services and Deadlines *(Briefly describe standard, major work products or services and their associated deadlines or timetables):*

- Expected to be present and on time for all professional commitments.
- Must consistently meet project deadlines and effectively manage time to ensure timely completion of all assigned tasks.
- Availability to travel as needed throughout the year to our larger events (2-4 times/year).

Fiscal Responsibility *(Briefly describe all budget, revenue, acquisition or other types of financial responsibility):*

- None

Supervisory Responsibility *(List all positions supervised):*

- None

Required Background:

- Education:
 - Recent graduate or in pursuit of a degree in event planning and/or hospitality.
- Skills:
 - Strong verbal and written communication skills, with the ability to convey information clearly, professionally, and effectively.
 - Customer and team oriented; strong interpersonal skills.
 - Proficient in Microsoft Office Suite (Excel, Word, Outlook, PowerPoint).
 - Experience with Zoom (Meetings and/or Webinar applications) or other virtual event software.
 - Possess creativity, flexibility, variety, and growth potential.
 - Should be open-minded, a fast learner, enthusiastic, and adaptable.
 - Possess the skills to start and complete all projects assigned to her or him.
- Type Experience:
 - The ideal candidate has one to two years as an event planner.
- Years Experience:
 - 1-2 years