



## Registration Coordinator – Job Description

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**Employment Type:** Full-Time, 40 hours/week  
**Reports To:** Sr. Event Manager  
**Salary:** Bi-Monthly Salary, Benefits

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### Opportunity

Support and coordinate high-level conference goals for a fast-paced Social Cause Event Company. A successful event coordinator ensures event-related tasks are delivered in a professional manner in accordance with organizational goals.

### Job Responsibilities

The Registration Coordinator will provide event and attendee management support for the day-to-day operations of Go Green and client events. The ideal candidate is detail oriented, organized and communicates effectively.

- o Develop and maintain registration websites using online event management software
- o Manage registration processes including entering/modifying registration data, producing reports and registration lists
- o Assisting and responding to attendee inquiries via phone and email in a timely manner
- o Manage onsite setup of registration and preparation and dissemination of all materials.
- o Management of all onsite volunteers – creating processes and documents for a smooth process onsite
- o Assist Event Managers with event logistics which include: menu selection, audio visual RFP's, event rentals, recruiting and confirming volunteers, videographer and photographer coordination, on-site event support, event data entry and other event production elements
- o Update Event Reports on a monthly/weekly/daily basis, as progress and commitments are made
- o Work with event coordinator intern to determine schedule of weekly meetings and creation of meeting recaps
- o Support Partnership team in conducting research to acquire in-kind partnerships for events
- o Create and modify existing event attendee surveys
- o Coordinate with event manager/marketing to create Post Event Report
- o Actively use company systems to manage projects, i.e. Basecamp, Google Docs and Harvest time tracker

### **Skills and Abilities Required**

- Strong project management, customer service and relationship building skills
- Effective written and verbal communication, able to deliver clear, concise information tailored to specific and varied audiences
- Exceptionally detail-oriented and organized, ensuring quality and consistent output, ensuring accurate information for internal and external stakeholders
- Ability to effectively solve problems, think creatively ,make decisions and take action, exercising independent judgment
- Ability to maintain a professional and positive attitude and work independently with little guidance
- Ability to adapt, multitask and prioritize competing deadlines in an extremely fast-paced environment

### **Qualifications and Experience Required**

- Four-year college or university degree in Business, Marketing or Communications; an equivalent combination of education and/or experience may be substituted for a degree
- Strong work ethic, making the most of time in the office
- Must possess strong customer service skills to provide consistent level of service and professional support for attendees in a timely manner
- Excellent computer skills, including Microsoft Office, Registration/Event Management software and database applications
- Knowledge of the event industry preferred