



*Job Title:* **assistant director for events**  
*Department:* Education and Development  
*Reports to:* director of education and development  
*FLSA Status:* exempt; full-time (37.5 hours per week)  
*Location:* Columbus, Ohio or remote

Application Link: <http://bit.ly/EORecruitment>  
Application Deadline: February 6, 2022

**Job Summary:**

- To provide leadership and oversight to Delta Gamma Events.
- To build and maintain a strong working relationship with Executive Offices (EO) Staff, Council, Leadership, and event attendees.
- To perform assigned duties in conformity with the Constitution and policies of Delta Gamma Fraternity and Foundation.

**Essential Functions:**

- Manage coordination of staff and volunteer conference registration and travel accommodations.
- Supervise the management of travel agency bookings and credit card reconciliation.
- Plan and coordinate large scale events for the Fraternity and the Foundation, including Convention.
- Serve as logistical partner for educational and training events.
- Provide information and suggestions on site selections.
- Handle contract negotiations with hotel properties, university sites and third-party vendors.
- Prepare and adhere to event budgets and work with the Finance team to prepare multi-year budgets where needed.
- Write and update an event plan for each event.
- Create and manage online event registration.
- Communicate with hotel services team to provide the hotel rooming list, meal selections, schedule, set-up needs and audiovisual/electrical/wireless needs.
- Monitor attendees' transportation schedules and organize ground transportation as required by event needs.
- Coordinate supplies needed, programs, name tags, displays and printing requests.
- Compile necessary resources for the event including workbooks, program assistance, all presentations, and slideshow.
- Assign Delta Gamma EO staff duties to support each function.
- Coordinate local volunteer responsibilities with the local Convention event hostess.
- Travel as necessary as determined by the director of education & development.
- Additional responsibilities as determined by the director of education & development.

**Qualifications:**

- Bachelor's degree required; membership in Delta Gamma preferred
- Is timely, accurate, creative, detailed, diplomatic and exercises discretion.
- Ability to travel up to 25%.
- Has excellent written and oral communication skills.
- Three years' experience with meeting planning/event management logistics.
- Certified Meeting Planner (CMP) desired or willingness to pursue accreditation.
- Works well with all event stakeholders including staff, volunteers, facilitators, and vendors.
- Ability to learn and use new technology. Cvent experience a plus.
- Exhibit excellent customer service and professionalism, as well as communication, organizational and problem-solving skills.
- Responds to all communication in a timely, friendly, customer-service oriented and accommodating manner.
- Proficient in Microsoft Word, PowerPoint, Excel and Outlook.

1/2022