

Job Title	Conference Center Facilitator
PVN ID	HO-1708-001978
Category	Administrative Services
Location	HOSTOS C. C.
Department	Conference Center
Status	Full Time
Annual Salary	\$36,000.00 - \$36,000.00
Hour(s) a Week	35
Closing Date	Jun 06, 2018 (Or Until Filled)

General Description

- The Conference Center Facilitator assumes responsibility and takes the lead of an event from initial contact with a client to execution.
- S/he is responsible for handling event logistics including: invoicing, venue set-up and breakdown, payments, troubleshooting, etc.
- This position reports to the Conference Center Coordinator.
- Incumbent must have experience with audiovisual equipment, tech support, live streaming, video recording/editing, and be comfortable working at large scale and special events.
- Incumbent will support the college's different departments by providing assistance for various events such as Honor's Convocation, Math Day, Golf Outing, Commencement, Gala, Engineering Day, receptions, etc.
- Incumbent must be able to work evenings and weekends as needed. (Scheduled hours are 9am-5pm for the first three weeks and 11:00am – 7:00pm thereafter)
- Incumbent must have exceptional customer service skills, interpersonal skills, and outstanding communication skills

Other Duties

Qualifications

Bachelor's Degree

2+ years experience