



Event Coordinator

Job Responsibilities

The ideal candidate will have a passion for sports and event management, provide outstanding customer service, be an enthusiastic professional, and be able to build relationships with internal and external customers.

The Event Coordinator position is primarily responsible for operational and sales efforts related to Anthony Travel's various events. Experienced, take charge professionals with the ability to work well under pressure, and handle a crisis with a steady hand are essential key characteristics for success in this position. Impeccable attention to detail and the ability to work with a team toward common goals are critical. This person must possess the ability to manage multiple tasks and projects, anticipate event needs, discern work priorities, and meet deadlines with minimal supervision.

Other proficiencies include; effective communication skills, both written and oral. Strong computer skills, including knowledge of Microsoft Excel and Outlook are required. This individual should also be sports-oriented, demonstrate a desire to learn and grow, and offer ideas and suggestions to streamline event processes. Two years professional experience is required. Past experience within the travel or sports industry is preferred. This position will require travel, including weekends and holidays.

Event Coordination

- Customer service support both in the office and on-site for events.
- Assist in developing and executing specific procedures, analyze and challenge current processes, and offer suggestions to streamline procedures.
- Assist in creating and distributing updated event information to the sales staff.
- Will be required to learn and manage fully all areas of Anthony Travel's proprietary reservation system including hotel inventory, rooming lists and additional tour items.
- Assist in managing the billing and collection process for events.
- Communicate and manage relationships with hotels, transportation, and other vendors.
- Assist in managing the fulfillment process for events including ordering components, coordinating delivery of packages, and developing informational print materials.
- Compile event summary information and maintain historic sales reporting on the event.
- Support the Event Manager with their needs and responsibilities, as necessary.

Marketing and Sales

- Website support: provide content, generate new ideas, and ensure accuracy of information.
- Work with Marketing Team to identify potential customers, initiate outbound calls, prepare and send email blasts, and implement other sales tactics.
- Gain a working knowledge on all office events and services and answer incoming sales calls.
- Sell ATI services to current and potential customers primarily through phone and email communications and identify opportunities to cross-sell ATI services.

Reporting Relationships

- Report to the assigned Event Manager for daily work and other office issues.
- Provide support to all Anthony Travel staff as needed.

Working Conditions (legal)

- Work will primarily be in an office environment, but some events require working outside among the elements.
- Work will typically be from eight to five, five days a week. Some additional hours and weekends will be required during peak event dates.
- Will be required to provide on-site support on certain events. You must be able to portray the company message of a successful growing travel company specializing in providing sports and university travel solutions.
- Associate will be eligible for all full-time benefits and subject to all policies defined in the Employee Manual.