



Event Program Coordinator

JOB OVERVIEW

FCC Services Conferences are known for delivering an exceptional educational and learning experience for the Farm Credit System to further develop individuals and teams in their pursuit to increase their professional skillsets and knowledge. To deliver a well-executed event, we are seeking an individual that is results-focused and detail oriented to manage the speaker relations responsibilities for all our conferences to join our event team. Using high-level coordination, administrative, customer service and digital technology skills, this position will interact with all industry and professional speakers that support the educational programs delivered at FCC Services Conferences. The Event Program Coordinator works with internal and external business partners throughout the conference planning cycle and the role reports to the Director of Event Management.

JOB RESPONSIBILITIES

- Handles all aspects of Speaker Relations for assigned events, which includes:
 - Coordinating all speaker communications and tracking, including developing and reviewing contracts
 - Maintaining automated and online presence to fulfill speaker arrangements, preparing letters of agreements, collecting and disseminating information on speakers for promotion purposes.
 - Scheduling and coordinating speaker connect calls, obtain onsite requirements, PowerPoints, create and post speaker handouts to conference website.
 - Preparing speaker bios/photos and session descriptions for introducer packets
 - Obtaining and providing information to appropriate staff for speaker registration and room reservations.
 - Receive, review, monitor and process speaker travel reimbursements for assigned Conferences.
 - Preparing advance and post-event communications to Speakers.
 - Maintaining speaker matrix, follow-up on audio visual requests and manage speaker presentations materials.
- Manages and disseminates material related to assigned Conferences speakers to internal and external partners to include obtaining and providing Bios, photos, presentation descriptions and titles.
- Maintains speaker, conference schedule and program information into Cvent and conference website for assigned events.
- Develops speaker FAQ documents for polling, mobile app Q&A feature, etc.
- Sets up, monitors and updates speaker-related information into Conference mobile app.
- Stays current on latest presentation software trends to anticipate needs and requirements for internal and external users and proposes changes as needed.
- Prepares, sends and distributes speaker evaluation reports for assigned Conferences.
- Develops and tests CPE digital forms for onsite use.
- Prepares and distributes CPE certificates to attendees and maintains CPE historical files.

JOB REQUIREMENTS

- Bachelor's degree or equivalent training plus 3+ years of project experience in the corporate, non-profit association field or hospitality industry
- Complete competence in all Microsoft Office products to include Word, Excel and PowerPoint; experience with Keystone and Prezi presentation software preferred
- Strong digital literacy with experience in the following areas preferred, but a demonstrated ability to learn, adapt and implement new technology:
 - Cvent and Crowd Compass event software
 - Implementing live polling technology for internal and external users (such as Poll Everywhere)
 - Microsoft Access database management
 - Experience using a variety of survey and data collection tools (such as Microsoft Forms)
 - Experience creating or using dynamic workflows for data input efficiency (such as Excel Macros or Microsoft Flow)
- Must demonstrate strong verbal and written communication skills for working with employees at all levels of the company.
- Strict attention to detail; work well under pressure while meeting tight deadlines and adjust to changing priorities.
- Self-driven individual with proven ability to establish strong working relationships with internal and external teams and enjoy working in a team environment but also work independently.
- Extra hours are sometimes essential to meet deadlines.
- Ability to perform other duties and responsibilities as needed.

An Overview of FCC Services. Our Expertise. Our Services.

Our vision is simple yet bold—we empower organizations to be more. We are a business services and consulting firm specializing in leadership development, talent selection, risk management, insurance management, and claims administration.

Since 1975, FCC Services has worked with the Farm Credit System, cooperatives and self-insured public entities to help them achieve organizational and operational excellence by helping them manage their risks.

Headquartered in Denver, Colorado, with approximately 50 employees, FCC Services is proud to serve a variety of clients across the US.

The unique blend of our expertise, services, programs and conferences enables us to create enriching business solutions and help organizations to *Be More*.

JOIN OUR GROWING TEAM!

Compensation:

- ✓ *Competitive Salaries*
- ✓ *Annual Performance Bonuses*

Benefits:

- ✓ **90% employer paid** health insurance options
- ✓ 9-12 paid holidays annually
- ✓ Generous paid vacation and sick time
- ✓ Generous 401k matching and other benefits
- ✓ Collaborative and welcoming work environment

Interested candidates should email a cover letter, resume and salary requirements to human.resources@FCCServices.com – No phone calls, please.

FCC Services is an equal opportunity employer (EOE).