



## JOB DESCRIPTION

**Position:** Certification Assistant and Event Coordinator

**Direct Supervisor:** Vice President of Operations

**Salary Range:** \$22,000 - \$25,000/annually

**Job Purpose:** Processing recertification applications and maintaining the subscriber database, HUB database, registration, social media and assisting in the coordination and execution of Council programs and events under the direction of the Director of MBE Services. The position's direct reporting relationship is to the Director of MBE Services, however, overall accountability lies with the President.

### Job Responsibilities:

#### Job description may include but not limited to:

##### Event Coordination:

- ❖ Focus on event strategy and execution;
- ❖ Activate and coordinate event partners and third party vendors;
- ❖ Manage processes for event pre-registration, onsite registration and online registration;
- ❖ Process credit card payments;
- ❖ Manage inventory of event equipment and HMSDC products for events, programs and trade shows;
- ❖ Plan and execute travel, logistics and shipping logistics for special guests, products and event gear;
- ❖ Recruit, supervise, coordinate and train volunteers and temporary event crews as needed;
- ❖ Execute setup and takedown for events and programs;
- ❖ Assist with the sourcing for services
- ❖ Manage and maintain our social media account and coverage
- ❖ Post after-pictures on social media
- ❖ Assist with the newsletter
- ❖ Assist with the graphics and design of all marketing within the organization
- ❖ Assist in preparation and delivery when necessary of the *Enterchange*

##### Certification Assistance:

- ❖ Meet with applicants regarding the certification process or application status;
- ❖ Answer and respond to questions received in person, via telephone, email or social media about the certification process;
- ❖ Scan and bookmark applications into the HMSDC internal drive;
- ❖ Print certificates for newly certified MBEs, renewing MBEs and Subscriber MBEs.



## General:

- ❖ Second in succession for telephone coverage;
- ❖ Assist in office administrative functions including receiving visitors and assisting them by phone, filing, mailing, copying, faxing, etc.
- ❖ Promote and attend HMSDC events;
- ❖ Monitor and maintain HMSDC presence across selected social media platforms such as LinkedIn, Twitter, Snapchat, YouTube and Facebook;
- ❖ Maintain a pleasant, professional demeanor and appearance at all times. Support HMSDC team of staff, volunteers, Board members and MBE members whenever possible;
- ❖ Comply with the provisions of the HMSDC Employee Handbook;
- ❖ Other duties as assigned by the President.

## Qualifications:

- ❖ Bachelor's degree preferred; Minimum of two (2) years event planning or management experience desired;
- ❖ Strong interpersonal, motivational, communication and presentation skills;
- ❖ Detail-oriented, with strong organizational, time and project management skills;
- ❖ Motivated self-starter with the ability to take initiative and perform well with minimal supervision for successful event execution;
- ❖ Critical thinker that works well under tight deadlines;
- ❖ Creative, yet process-oriented;
- ❖ Travel to meetings, local venues and onsite management of programs and events;
- ❖ Demonstrate mastery of Microsoft Office products (Outlook, Excel, PowerPoint and Word);
- ❖ Email marketing and social media skills
- ❖ Attention to detail is paramount;
- ❖ Ability to lift 50 pounds.

## Position Overview:

Certification is a critical function of the Houston Minority Supplier Development Council. It is the method used to determine 51% ownership, management and control of minority-owned firms within our service territory area. The Certification Assistant/Events Coordinator has to multitask to assist with coordinating events and managing vendors while maintaining proper registration and sponsorship information for program and events happening simultaneously. Also this position will assist the certification team by managing time sensitive matters with multiple priorities as it relates to certification. The Certification Assistant/ Events Coordinator is intended to relieve the work load of the Direct of MBE Services. The ability to follow a detailed process is essential to this position.

## Benefits:

- ❖ Medical, dental and vision insurance coverage after 90 day probationary period
- ❖ 403 (B) retirement account
- ❖ 3% HMSDC contribution to 403(B) retirement account
- ❖ Employee matching contribution to 403 (B) retirement account up to an additional 1.5%
- ❖ Vacation and sick leave for all full-time employees
- ❖ Paid holidays