



## Job Description

**Job Title:** Logistics and Administration Coordinator, Leadership Initiatives and International Affairs

**Department:** Division of Leadership Initiatives and International Affairs

**Base Location:** Coral Gables, Florida

**Reports To:** 1<sup>st</sup> Vice President of Leadership Initiatives and International Affairs and 2<sup>nd</sup> Senior Manager, Administration & Export Compliance

**FSLA Status:** Non-exempt

**Salary Range:** \$60,000

**Approved By:** Matt Swanson

**Approved Date:** February 25, 2025

### **BASIC PURPOSE:**

**The Logistics and Administration Coordinator** within the Division of Leadership Initiatives and International Affairs will play a vital role in advancing the division's objectives and supporting the organization's mission-driven programs. The role involves coordinating high-level events, managing international mission participants and sponsor engagement, and assisting with the hosting of inbound delegations and dignitaries. The ideal candidate is a proactive, detail-oriented professional with strong organizational, research, and communication skills.

Also, this position encompasses a range of additional responsibilities, including administrative and logistical support, front desk reception, meeting coordination and planning, and backup support for the Certificate of Free Sale and Good Manufacturing programs.

- Allocate 70% of time to providing administrative and event support for the Division of Leadership Initiatives and International Affairs, and 30% to delivering administrative and logistical support as the headquarters office receptionist, including meeting coordination. Also serves as backup for the Certificate of Free Sale and Good Manufacturing Practices Certificate programs.
- Welcome and host guests and inbound delegations visiting the office or attending events.
- Support the planning, execution, and follow-up of leadership programs, events, and international missions. Duties include managing event logistics such as participant communications, venue and audiovisual arrangements, setup, printed and briefing materials, travel coordination, catering, registration, and procurement of supplies.
- Assist with event registration and communications using the organization's CRM platform (Cvent), including tracking budgets, processing payments, recording attendance, generating progress reports, reconciling expenses, and preparing post-event reports.
- Contribute to the creation of event materials, such as invitation language (email/mail), event packages, handouts, delegate and sponsorship materials, thank-you letters, attendee bios, and briefing documents.

- Maintain consistent communication with sponsors, ensuring all agreed benefits are fulfilled and providing post-event updates or reports, under the direction of the supervisor.
- Perform additional projects and assignments as needed.

**SUPERVISION:** Not applicable for this position.

**MINIMUM QUALIFICATIONS REQUIRED:**

- Undergraduate degree in related field of study: International Relations, Communications, Event Management, Business Administration, Hospitality Management, or Marketing.
- At least 2-4 years of experience in international relations, event coordination of corporate events, project management, or a related role.
- Proficiency in Microsoft Office Suite and project management tools.
- Takes initiative, works independently, makes responsible decisions and accomplishes projects with little supervision.
- Exceptional organizational skills and attention to detail.
- Experience working with high-level executives, dignitaries, delegations, sponsors, and stakeholders is a plus.
- Ability to multitask, work within tight project timelines, and remain flexible in a fast-paced environment.
- Demonstrates a proactive, results-oriented approach with strong problem-solving skills while maintaining confidentiality and handling sensitive information with discretion.
- Demonstrates diplomacy, patience, professionalism, and a strong work ethic.
- Ability to set up, break down, and transport event-related materials.

**PREFERRED QUALIFICATIONS:**

- Proficiency in CRM software and the ability to analyze and develop reports, Salesforce is preferred.
- Experience with Cvent or similar event management software is preferred but not required.
- Extensive relevant work experience may be considered in lieu of the degree requirement.
- Fluency in a second language preferred but not required.
- Strong written and verbal communication skills, with experience in scriptwriting preferred.
- Strong understanding of database management principles.
- Strong research and analytical skills.
- Demonstrates exceptional project management expertise.

**TO APPLY**

Please email your resume and cover letter to [Pauline.Jacobs@selectflorida.org](mailto:Pauline.Jacobs@selectflorida.org).

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee filling this position. Duties, responsibilities and activities may change at any time with or without notice. SelectFlorida is an equal opportunity employer.*