



## Position Description

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

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

**Base Location:** Coral Gables, Florida

**Reports To:** Senior Director of Leadership Initiatives and International Affairs

**FSLA Status:** Non-exempt

**Salary Range:** \$24.00 - \$27.00 per hour

**Approved By:** Matt Swanson

**Approved Date:** February 25, 2025

### **BASIC PURPOSE:**

The Logistics and Administration Coordinator of the Division of Leadership Initiatives and International Affairs will play a key role in supporting the division's responsibilities and enhancing the organization's mission-driven programs. This position involves administrative support, logistical planning, and coordination of high-level events, international missions' participants and sponsor engagement, and hosting of inbound delegations and dignitaries. The ideal candidate is a detail-oriented and proactive professional with strong organizational, research, and communication skills.

- Provide administrative support to the Division of Leadership Initiatives and International Affairs
- Serve as the headquarters Receptionist and Office Support
- Assist with greeting and hosting guests and inbound delegations at the office or events.
- Support the planning, execution, and follow-up of leadership events, missions, and programs. Responsibilities include coordinating event logistics such as participant communication, venue arrangements, setup, audiovisual requirements, briefing and printed materials, travel coordination, catering, registration, and supply procurement.
- Assist in creating and managing event registrations and communications using the designated CRM platform, Cvent. Responsibilities include event registration, registrant communications, budget tracking, payment processing, attendance recording, progress reporting, final expense reconciliation, and post-event reporting.
- Assist in developing any required materials for the event, such as events packages, invitation text (mail/email), handouts, sponsorship and delegate packages, thank you letters, attendee bios, and other briefing materials.
- Maintain ongoing communication with sponsors, ensuring fulfillment of benefits and providing follow-up reports or updates post-event under the supervision and guidance of the direct supervisor.
- Implement/execute other projects as assigned.

**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.*

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