

## VISIT FORT WORTH

### Convention Sales/Sports Coordinator

#### JOB DESCRIPTION

**JOB TITLE:** Convention Sales/Sports Coordinator

**DEPARTMENT:** *Meeting Sales & Sports*

**POSITION REPORTS TO:** Assistant Vice President, Meetings Sales, two Sales Managers & Director of Sports Marketing/Sports Event Manager

**EXEMPT OR NON-EXEMPT:** Exempt

**SUMMARY OF BASIC FUNCTIONS:** The Convention Sales/Sports Coordinator is responsible for efficient and effective operations of the Meeting Sales & Sports Departments for Visit Fort Worth. The Convention Sales/ Sports Coordinator performs a supporting role and accomplishes special projects under the guidance of department director(s), & sales managers.

#### REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Create & maintain account files, distribute sales leads and input necessary data in Visit Fort Worth CRM database as required by Convention Sales & Sports Teams. and communicate with hotels under the direction of the Convention Sales & Sports Teams.
- Processing VFW financial incentives and departmental invoices and the Event Trust Fund.
- Prepare special projects and assigned responsibilities in an accurate, timely fashion.
- Assist with collecting, combining, and finalizing documents and any other information in creating a bid/proposal as needed by the Director of Sports Marketing and/or Sales Manager.
- Assist in drafting site visit itineraries to include, but not limited to, scheduling flights, securing accommodations, coordinate with partners and appropriate contacts, and transportation of guests as directed by Convention Sales & Sports Teams.
- Coordinate pre and post trade show and event preparation (includes packing and shipment of collateral, tradeshow exhibit booth; registration of Convention Sales & Sports Teams, and hotel reservations; post trade show follow up).
- Maintain effective communications with other departments regarding marketing, services, and others for projects and events needed by Convention Sales & Sports Teams.
- Perform related duties as may be assigned by Vice President, Meeting Sales, Assistant Vice President, and Director of Sports Marketing.
- Coordinate internal activities for sports such as the Event Connect Summit and the Sports Huddle (or a variation thereof).
- Coordinate Local Organizing Committees Meetings, schedules, and communications
- Sport Services – Distribute alerts, collective pick-up reports, and coordinate website postings.

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**POSITION QUALIFICATIONS:**

- Education -** Minimum requirement of college degree or its equivalent.
- Experience -** Three (3) years of increasingly responsible word processing and secretarial duties.
- Special Skills -** Strong work ethic, energetic, passionate, positive attitude with a willingness to collaborate in a team environment, and dedication and commitment to a high level of customer service.

**WORKING CONDITIONS:**

The position of Convention Sales/Sports Coordinator requires the ability to operate standard business machines, such as computer and calculator. The ability to make arithmetic calculations quickly and accurately. Correct English usage, grammar, spelling, punctuation, vocabulary as well as oral and written communication skills is required. A knowledge and use of telephone techniques, etiquette, and knowledge of sales operations is required. The ability to work independently with little direction; establish and maintain effective cooperative working relationships with tact, patience and courtesy is required. The ability to analyze situations accurately and adopt an effective course of action, meet schedules and deadlines, plan and organize work, provide direction to others, work confidentially with discretion, and communicate effectively both orally and in writing is required.

The work conditions involve regular work hours, indoor work, subject to many interruptions, routine, varying, unpredictable situations, multiple projects and priorities. Frequent communication with internal and external parties via telephone and in person and required use of computer. In addition, there are required reading, writing and math skills to be performed.

**RESPONSIBILITY FOR THE WORK OF OTHERS:**

None

**PHYSICAL DEMANDS:**

- Sitting - Constant
- Standing - Occasional
- Walking - Occasional
- Lifting - Occasional (medium, 20-30 lbs.)
- Carrying - Occasional (medium, 20-30 lbs.)
- Pushing - Occasional (medium, 20-30 lbs.)
- Pulling - Occasional (medium, 20-30 lbs.)
- Reaching - Frequent
- Handling - Frequent
- Kneeling - Rare
- Stooping - Rare
- Crouching - Rare
- Bending - Occasional