

JOB DESCRIPTION

**EMPLOYEE:****POSITION TITLE:** Convention Sales Coordinator**REPORTS TO:** Director of Convention Sales**DEPARTMENT:** Convention Sales**FLSA STATUS:** Non-Exempt**DATE:** February 2025**HOURLY RANGE:** \$20.67 to \$26.44**Summary:**

Provides support to the convention sales senior staff by the preparing and processing of sales leads and coordinating presentations and proposals. Performs a variety of clerical duties, research for groups, and routine correspondences. Monitors and follows up on leads, produces performance reports, and works with sales managers and events team on developing FAM tours, site visits, trade show promotions, and client events.

Supervisory Responsibilities: N/A**Essential Functions (Duties/Responsibilities):**

- Prepares and processes sales leads and accompany follow-ups and/or future business reports.
- Coordinates and executes the communication of sales bulletins to hotels.
- Assists with the maintenance and retrieval of general file information and special projects.
- Assists sales staff with bid proposal creation and assembly.
- Coordinates hotel proposals as they apply to bid proposals.
- Assists sales staff with follow-up and organization of account data.
- Assists sales staff with preparation for sales presentations.
- Assists convention sales team and events team with events, sites, tradeshow and FAM's as needed.
- May compile content for convention calendars, monthly media calendars, Board of Directors and convention reports.
- Responds to convention and travel-trade clients requesting information, material, etc.
- Maintains constant supply of sales materials (bid proposal packages, destination planner guides, sales kits, slides, videos, etc.) and monitor usage.
- Coordinate site visits and other arrangements for travel, meetings, scheduling appointments, maintain calendars, etc.
- Complete expense reports and other administrative duties as needed.
- Other duties as assigned by Director of Convention Sales.

Qualifications—Skills and Abilities (Required/Preferred):

- Experience with convention bureau, hotel, tourist attraction or other related tourism field preferred.
- Knowledge of Sacramento and Sacramento's history preferred.
- Excellent customer service and interpersonal communication skills.
- Ability to exercise judgment and diplomacy in a wide variety of public contact situations.
- Excellent oral and written communication skills.
- Strong understanding of Microsoft Word, Excel, PowerPoint, Office, and Adobe PDF.
- Experience with a variety of office machines to include fax, copy, mail meters.

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DEPARTMENT: Convention Sales

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Education and Experience (Required/Preferred):

- Two-year degree from an academic institution and/or equivalent experience.
- At least three years' experience in customer service and/or hospitality role.

Physical Requirements:

Employee may experience the following physical demands for extended periods of time:

- View computer monitors
- Sitting
- Standing for community functions, events, meetings, etc.
- Ability to lift up to 10 lbs.; may lift over 10 pounds with or without assistance.
- Travel to other locations to represent Visit Sacramento (i.e., events, educational conferences, etc.)

Work Environment:

Work is typically performed in a corporate office environment, though also requires work outside of the office and/or outdoors on location for community and company events.

The above information in this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees in this job.

Visit Sacramento is an Equal Opportunity Employer:

As an Equal Opportunity Employer, we are committed to creating a diverse and inclusive company culture, and that our team does not discriminate against candidates and employees regardless of age, race, color, religion, gender, sex, sexual orientation, gender identity and/or expression, national origin, veteran, disability status, or any other characteristic protected by federal, state or local law. In addition, Visit Sacramento will provide reasonable accommodations for qualified individuals with disabilities.

We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.

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Acknowledgement:

I have reviewed the Job Description, been given a copy and agree it is an accurate representation of the responsibilities of my job.

I understand that as Visit Sacramento business needs change, my job description may change. I, therefore, understand that I may be asked to perform duties, activities and assume responsibilities that are not listed in the Job Description.

Employee

Date

CC: Employee
Supervisor
HR File