



Convention & Visitors Bureau

Do you love Springfield and enjoy working with people? The Springfield Convention & Visitors Bureau is seeking an ideal candidate to add to our group sales team! The Convention/Event Services Coordinator position is responsible for creating a positive and memorable experience for groups convening in Springfield, contributing to the success and reputation of the event and the community. In addition, this role is responsible for providing convention services the CVB offers to group meetings in Springfield.

Qualifications and Physical Requirements

- College degree (hospitality, business, or communications preferred) or three to four years of successful experience working in hotel or convention services.
- Basic knowledge of Springfield, hotels, and attractions with the ability and desire to learn more.
- Computer proficiency, including Google Workspace and ability to learn our CRM.
- Must be able to travel if needed, have reliable transportation, and have a valid driver's license. A high amount of mobility is necessary.
- Must be able to physically deliver and set up booth displays, load and deliver multiple boxes of visitor guides and other items, and arrange/deliver gifts.
- Must be willing and able to work some evenings and weekends based on client and office demands.
- This position requires a professional, diplomatic demeanor and exceptional relationship-building skills.

Resume Submission

Email your resume and references to Dana Maugans, Director of Sales, at dana@springfieldmo.org.

About the Springfield Convention & Visitors Bureau

The Springfield Convention & Visitors Bureau was formed in 1979 as the hospitality arm of the Chamber of Commerce. The Bureau was incorporated independently as a not-for-profit corporation under the laws of the State of Missouri in 1989. The CVB is a marketing and service organization that contracts annually with the City of Springfield to promote economic development through travel and tourism.

The Springfield Convention and Visitors Bureau provides equal employment opportunities to all employees and applicants. The organization prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.