

Job Title	Conference Center Facilitator
PVN ID	HO-1804-002444
Category	Administrative Services
Location	HOSTOS C. C.
Department	Conference Center
Status	Full Time
Annual Salary	\$28,000.00 - \$28,000.00
Hour(s) a Week	35
Closing Date	Aug 14, 2018 (Or Until Filled)

General Description

- The Conference Center Facilitator assumes responsibility and takes the lead of an event for external clients of the college.
- S/he is responsible for handling event logistics including: venue set-up, breakdown, troubleshooting, etc.
- This position reports to the Conference Center Coordinator.
- Incumbent must have experience with audiovisual equipment, tech support, live streaming, video recording/editing, and be comfortable working at large scale and special events.
- Incumbent will support the college's different departments by providing assistance for various events
- Incumbent must be able to work evenings and weekends as needed. (Scheduled hours are 9:00 am-5:00 pm for the first four weeks and 11:00 am – 7:00 pm thereafter)
- Incumbent must have exceptional customer service skills, interpersonal skills, and outstanding communication skills
- May prepare invoices and rental agreements.

Other Duties

Other duties as assigned.

Qualifications

Associate's Degree required; Bachelor's Degree preferred

2+ years related experience