

National Minority AIDS Council

Position Title: Registrar and Database Coordinator

Department: Conferences

General Functions: Manages the NMAC registration process for all NMAC national conferences. These activities include the following responsibilities:

- Processing registrations for all NMAC national conferences and processing payments in conjunction with NMAC's Finance division.
- Entering, Maintaining and updating contact records for the agency database. Responsible for making sure that the database is accurate and current.
- Serving as point of contact for attendees registering for NMAC national conferences including, but not limited to, providing information about registration fees and overall meeting schedules.
- Developing standard correspondence, such as confirmation letters, to inform registrants about the status of their registration.
- Coordinating mailing and email lists for all promotional materials, targeted messaging and sponsor solicitations.
- Maintaining and developing registration reports. Reconciles registration records with the Finance division on an on-going basis.
- Producing registration invoices and coordinating with the finance department on payments received for invoices.
- Monitoring and coordinating the scholarship process, including travel arrangements and hotel accommodations.
- Managing on-site registration process for national conferences.
- Coordinating staff shipment for assigned conferences.
- Maintaining historical registration files on national conferences for the Department.
- Serving as staff liaison to annual meeting track committees as assigned.
- Generates conference statistics (i.e. numbers attended, geographic distribution, etc.) for inclusion in the conference final report.
- Ability to work effectively with vendors/contractors as it relates to the NMAC conference registration processes.
- And other duties as assigned by the Assistant Director of Conferences and Meeting Services.

Position Requirements:

A. Knowledge & Experience

- Computer proficient with working knowledge of Word, Excel, Internet, and specialized meeting databases.
- Two years of previous experience in customer service.
- Flexible, detail-oriented, and well organized.
- Excellent written and verbal communication skills.
- Ability to travel.
- Ability to be a team-player and work in a teamwork environment.

Prefer:

- B.S. degree
- Computer expertise with Conference/meeting databases.

B. Supervision

This position reports directly to the Assistant Director of Conferences and Meeting Services. Ability to perform with a high degree of independence and a moderate level of supervision.

C. Interfaces

Interfaces will all NMAC department staff on staff on all levels as their duties relate to providing meetings services.

D. Accountability

As an integral member of the Conference Staff, the incumbent will be accountable for timely and efficient efforts to achieve the goals of the NMAC Conferences and Meeting Services program.

Responsible for completing assigned tasks and projects to meet defined time and budget objectives.

General Sign Off:

The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read, agree and understand this explanation and job description.

Signature: _____

Date: _____