



Job Description Business Resources Coordinator

Position Title:	Business Resources Coordinator
Last Modification Date:	July 22, 2021
Budget Category:	General Administration - Business Resources
Accountable to:	Manager of Special Events & Programs
FLSA Status:	Full Time / EXEMPT

RESULTS STATEMENT: *I am accountable for producing the following results:*

One Southern Indiana (1si) expects this position to be accountable for developing, building and maintaining relationships with 1si members, investors, and vendors. This Business Resources Coordinator position functions as key support in the planning and execution of 1si signature events, programs, networking events, and workshops in addition to assisting with the implementation of monthly programs, committee meetings, and special initiatives.

This Business Resources Coordinator position is responsible for coordinating with members as they activate their memberships and assist in the preparation and distribution of new member packets. Additionally, this position will manage the planning, directing and coordinating of the 1si Ambassador Program, Ribbon Cuttings and Groundbreakings.

This position requires a mix of team-oriented activities as well as independent judgment and discretion. The need to focus on details and follow through while maintaining a high level of customer service cannot be overstated for this position.

ESSENTIAL JOB FUNCTIONS

1. Primarily assists the Manager of Special Events and Programs in all support functions in relation to 1si Signature Events, Programs, Advocacy Events, Workshops, Networking Events, etc. This may include planning, scheduling, site management (selection, set up, and break down), member and investor communication/registration, vendor support, errands, etc.
2. Assist with the creation and management of event committees, seeking staff support when needed and engaging member volunteers (Ambassadors) by providing event agendas, scripts, and "run of show" outlines.
3. Assist Manager of Special Events and Programs with the CRM database (currently ATLAS) management for all events and programs which includes event set up, registrations, attendance records, sponsorship categories, invoices, etc.
4. Perform administrative services as needed to support members and the organization, including, but not limited to: meeting room set-up and tear down (including any AV-Technology needed), order/pick up/set up lunch for meetings upon request, compile meeting packets, assist with virtual meeting scheduling, check in guest/attendees, ensure foyer meeting signage is placed and removed after the meeting, send reminder correspondence, etc.
5. Provides sponsorship support by creating and sending invoices and updating the sponsorship tracker with invoice and payment dates.
6. Manages the 1si Ambassador Program which includes, but is not limited to: recruitment, attrition, 12 meetings per year (schedule/coordinate/facilitate), communication, new member packet preparation / 9-month call sheets, tracking points, and reporting results to the

- Manager of Special Events & Programs.
7. Manages Ribbon Cuttings and Ground Breakings coordinated through 1si. This position will schedule members, ambassadors, staff members and elected officials for the event. All communication and documentation will be coordinated and executed per the Standard Operating Procedure.
 8. Function as the Lead Support Staff Member for monthly Business Resources special programs and any other initiatives as directed by the Manager of Special Events and Programs.
 9. Assists the Member Relationship Manager with:
 - a. Managing and fulfilling welcome and renewal packets; and
 - b. Provides customer support (event requests, special requests, etc) from existing members.
 - c. Provides support with Leads and Networking Groups, as needed.
 10. Responsible for the organization and maintenance of the Business Resource storage closet.
 11. Attends all 1si Events.
 12. Other duties as assigned.
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ESSENTIAL SKILLS AND EXPERIENCE

1. Bachelor's degree in Business Administration, Public Administration or two to three years related experience and/or training; or equivalent combination of education and experience.
 2. Must possess the ability to plan, organize, develop, implement and interpret the programs, goals, objectives, policies and procedures, etc. necessary to maintain a sound operation.
 3. Strong verbal and written communication skills in the use of the English language.
 4. Proficiency in PC systems using word processing, database and spreadsheet applications. Microsoft Office preferred. Requires operation of assorted office equipment.
 5. Excellent interpersonal skills and phone etiquette.
 6. Respond promptly to customer needs, seek opportunities to improve processes and implements creative solutions
 7. Ability to work effectively in a team environment with minimal supervision and demonstrates good initiative.
 8. Ability to interact with large groups of diverse people.
 9. Excels in prioritizing daily functions and dealing with multiple deadlines and high volumes of work
 10. Maintains a professional appearance at all times.
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ESSENTIAL PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

1. Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include: sitting, standing, or walking for extended periods of time; operating office equipment; arrange meeting room tables and chairs; and lifting up to 25 pounds.
 2. Visual Acuity; ability to see and hear within normal parameters, must use hands and fingers to use keyboard and mouse; operate equipment or controls; reach above shoulder heights; below the waist; or lift to file documents or store materials throughout the day. Proper lifting techniques required.
 3. Ability to self-transport from office to 1si functions and possible errands.
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4. Dress for this position is business casual or business attire (unless the day's tasks require otherwise). A clean, professional, well-groomed appearance is expected.
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SUPERVISION OF OTHERS

This position is not responsible for supervision of other.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

SIGNATURES:

Statement of the Position Holder: I accept the accountabilities of this position and agree to produce the results, perform the work, and meet the standards set forth in this job description.

Employee Acceptance:

Signature

____/____/_____
Date

Printed Name

Statement of the Position Holder's Manager: I agree to provide a working environment, necessary resources, and appropriate training to enable the accountabilities of this position (results, work, and standards) to be accomplished.

Manager Signature

____/____/_____
Date

Printed Name