

## **FFA Enrichment Center - Events Coordinator**

### **Iowa FFA Foundation**

The FFA Enrichment Center which opened in April 2010 is a multipurpose conference, training and educational facility, adjoining the Des Moines Area Community College, Ankeny Campus that is operated by the Iowa FFA Foundation. The FFA Enrichment Center was designed for and is dedicated to becoming the premier learning environment for leadership development, personal growth and career success for high school and college-age Iowa youth as well as adults and has unique tools and resources to enhance the educational experience including computer and science laboratories, exhibit space and breakout rooms for groups of all sizes. In addition, the 60,000 square foot center offers state-of-the-art conference center facilities that can seat more than 500

The Iowa FFA Foundation is seeking an experienced, customer service oriented professional to coordinate scheduling, marketing, billing, and events at the FFA Enrichment Center. The successful candidate must be able to anticipate customer/rental needs, be organized, manage event details and work closely with both DMACC and the Iowa FFA Foundation teams. This position reports to the Iowa FFA Foundation Executive Director.

#### **Primary Duties and Responsibilities**

- Schedule all events at the FFA Enrichment Center utilizing AdAstra scheduling software
- Provide accurate and timely rental information to prospective clients
- Coordinate and assist clients with conference needs
- Implement client negotiations on rental bids
- Develop and track billing invoices for clients
- Maintain a professional and positive relationship with the Iowa FFA Foundation, DMACC, clients, FFA Enrichment Center partners and agricultural community
- Coordinate custodial staff with FBG (janitorial provider) for daily needs and conference events
- Develop and market rental opportunities to the Greater Des Moines Area, general public, industry, education, and business partners through strong relationships.
- Maintain and update website weekly with upcoming events and opportunities

#### **Qualifications**

- Associates Degree or higher
- Preferred 1-3 years of scheduling, event management and/or hospitality experience
- Excellent interpersonal skills and professionalism in person, phone, and by e-mail
- Great customer service ethic and high expectations for quality
- Excellent communication skills, including writing, proof reading skills, and speaking
- Proficient using the latest versions of Microsoft Office and e-mail
- Exceptional organization skills

#### **U.S. Employment Eligibility Requirements:**

- Interested candidates must submit a resume with cover letter online to be considered
- Must be 18 years of age or older
- Must be willing to submit to a background investigation; any offer of employment is conditioned upon the successful completion of a background investigation
- Must have unrestricted work authorization to work in the United States.

#### **Compensation:**

A base salary range between \$30,000 - \$35,000 is offered for this position. Additionally, the Iowa FFA Foundation will provide a health insurance package including dental for the chosen individual for \$1 per pay period. This insurance is in addition to worker's compensation, short and long term disability and general liability. Additionally, the Foundation has an established simple IRA retirement plan and matches 3 percent for those who contribute at least 3 percent annually.

**To apply:**

Send cover letter, resume and salary requirements to [resume@iowaffafoundation.org](mailto:resume@iowaffafoundation.org). Please reference Events Coordinator in the subject line of the e-mail. Applications will be accepted until the position is filled.

**Questions:**

Contact:

Joshua Remington

Executive Director,

Iowa FFA Foundation

(515) 965-7370

[joshua.remington@iowaffafoundation.org](mailto:joshua.remington@iowaffafoundation.org)

*The Iowa FFA Foundation believes that all persons are entitled to equal employment opportunity and does not discriminate against nor favor any applicant because of race, religion, sex, age, veteran status, disability, national origin, or any other legally protected status. Equal employment opportunity will be extended in all aspects of the employer-employee relationship, including, but not limited to, recruitment, hiring, training, promotion, transfer, demotion, compensation, benefits, layoff, and termination. In addition, the Iowa FFA Foundation will make reasonable accommodations to known physical or mental limitations of an otherwise qualified applicant with a disability, unless the accommodation would impose an undue hardship on the operation of our business.*