

CONFERENCE CENTER & GENERAL ADMINISTRATIVE SUPPORT SPECIALIST



REPORTS TO:	Administrative Director HR/Payroll
GROUP/FLSA STATUS:	Exempt, Regular, Full-time, 40 hours per week during most regular business hours (M-F); 260 Days
Salary Range:	\$48,000.00 - \$53,000.00
Revised:	June 2026

SUMMARY: *(Brief description summarizing the overall purpose and objectives of the position.)*

The Conference Center & Administrative Support Specialist provides reliable, welcoming support for the South Central Service Cooperative (SCSC) Conference Center and related organizational operations. This position supports meetings and events, assists guests and staff, maintains professional and ready-to-use spaces, and provides administrative, basic finance office, and communications support in partnership with the Communications, Marketing, & Events team.

ESSENTIAL FUNCTIONS: *(Typical tasks but not all inclusive – major duties of the position.)*

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Conference Center & Event Support

- Prepare meeting rooms and event spaces, including setup, teardown, supplies, hospitality, and basic equipment.
- Greet and assist guests, presenters, vendors, members, and staff in a professional and welcoming manner.
- Support catering, refreshments, signage, name badges, registration materials, and event-day needs.
- Assist with basic audio/visual setup, technology troubleshooting, scheduling, registration, and event management systems.
- Monitor room readiness, supplies, and facility needs before, during, and after events.

Facility & Hospitality Support

- Help maintain a clean, organized, and welcoming conference center through light custodial tasks and supply restocking.
- Monitor hospitality, custodial, and conference center inventory and communicate supply or maintenance needs.
- Report facility concerns promptly.

Administrative, Finance & Communications Support

- Provide administrative support for programs, departments, committees, projects, and events.
- Prepare correspondence, reports, forms, registration materials, meeting documents, and other assigned materials.
- Respond to staff, members, customers, and partner inquiries in a timely and professional manner.
- Provide basic finance office support, including organizing documents, processing routine forms, tracking information, and assisting with bookkeeping-related tasks as assigned.
- Create or update simple flyers, forms, signs, presentations, event materials, and digital or print communications using approved templates and brand standards.
- Partner with the Communications, Marketing, & Events team on basic graphic design, formatting, proofreading, posting, and event communication tasks.

Professional Responsibilities

- Provide excellent customer service and help maintain a professional, welcoming environment.

pg. 1

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job description does not constitute an employment agreement between SCSC and employee and is subject to change by SCSC as the needs and requirements of the position change.

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- Work independently and collaboratively with staff and teams across the organization.
- Participate in training and professional development as appropriate.
- Perform other related duties as assigned.

EDUCATION AND EXPERIENCE: *(Minimum level of education and experience required.)*

- Associate degree or post-secondary training in business, office administration, hospitality, communications, graphic design, event support, or a related field preferred; or equivalent education and experience.
- Experience in customer service, administrative support, hospitality, event support, communications, office operations, or related work preferred.

LICENSES, CERTIFICATES AND REGISTRATIONS: *(Minimum required to perform the job.)*

- Valid Driver's License.
- CPR, First Aid, and AED certification preferred, or ability to obtain after hire.

KNOWLEDGE, SKILLS AND ABILITIES: *(Minimum competencies for job performance.)*

- Strong customer service, interpersonal, verbal, and written communication skills.
- Ability to organize work, manage multiple priorities, follow through, and pay attention to detail.
- Working knowledge of Microsoft Office, Google Workspace, and common business software.
- Ability to learn scheduling, registration, event management, communication, and basic finance-related systems.
- Basic graphic design skills using tools such as Canva, Adobe Express, PowerPoint, Google Slides, or similar platforms.
- Ability to follow templates, brand standards, and communication guidelines.
- Comfort with basic audio/visual equipment and simple technology troubleshooting.
- Ability to proofread materials for accuracy, clarity, and professionalism.
- Ability to work independently and as part of a team.
- Flexibility to work occasional early mornings, evenings, or weekends based on event needs.
- Ability to lift and move up to 25 pounds and assist with room setup and event-related tasks.

ENVIRONMENT AND PHYSICAL DEMANDS: *(Physical/sensory and environmental conditions.)*

This job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

POSITION TYPE/EXPECTED HOURS OF WORK: *(Minimum essential factors of daily position.)*

Hours of work are generally Monday through Friday, 8:00 a.m. to 4:00 p.m., but occasional events outside typical work hours, evening meetings and travel around region/state is expected.

OTHER DUTIES: *(Potential other factors of daily position.)*

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

pg. 2

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