



POSITION DESCRIPTION

Job Title: Communications Director

Job Type: Full-Time, Permanent

Revision Date: May 2017

Reports to: Executive Director

POSITION SUMMARY

The IAHD Communications Director is responsible for managing all meeting and educational events for the Idaho Association of Highway Districts. The Communications Director will also be responsible for managing member engagement, social media and handle some bookkeeping using Quickbooks.

ESSENTIAL FUNCTIONS

- Plans and manages all aspects of the following meetings and conferences: IAHD Annual Conference; and five IAHD Regional Meetings.
- Negotiates and confirms all facilities contracts, including meeting room charges, meal charges, and sleeping room rates.
- Coordinates agenda content and development with staff, trainers, and presenters.
- Prepares project budgets for each meeting, monitoring revenues and expenses and taking corrective action to meet financial goals.
- Recruits and maintains events sponsors and exhibitors.
- Coordinates with hotel staff to set up the meeting and event functions, including room setups and audio-visual requirements.
- Coordinates and chooses food and beverages for meals, breaks, and events.
- Researches and books offsite events to occur during conferences.
- Prepares conference registration packets with appropriate inserts, documents, and information.
- Prints any additional promotional and conference administrative documents.
- Sets up online registration for events to include full agenda, description, and information.
- Oversees conference registration.
- Sends invitation and confirmation letters to conference speakers.
- Maintains appropriate historical records of conferences, materials, and costs.
- Prepares reports of financial costs of venue, food, printing, etc. for the future budgeting use.
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE

- Bachelor's Degree is preferred
- Three years of administrative experience in an office environment where meetings were planned and organized, or
- A combination of education and experience sufficient to perform the essential functions of the job.
- Experience managing of social media a plus



KNOWLEDGE, SKILLS, AND ABILITIES

- This position requires demonstrated superior organizational skills and the ability to plan and execute.
- Requires meticulous attention to detail.
- Ability to work under deadlines.
- Ability to drive results, meet deadlines.
- Demonstrated ability to get results through influence.
- Strong relationship building skills.
- Requires a strong customer service perspective and philosophy.
- Must be able to read and understand contracts for venues and vendors.
- Requires excellent verbal and written communication skills.
- Competency with office programs such as Microsoft Office and QuickBooks.
- Must be able to develop web-based registration within appropriate programs and manage them to ensure accurate and timely attendee registration.

PHYSICAL DEMANDS AND ENVIRONMENT

This position works primarily indoors in an office environment subject to fluctuations in temperature (indoor climate control) with moderate noise level and lighting. May be outdoors on occasion, depending on events, exposed to outdoor weather conditions.

This position has the following physical demands and incumbents must be able to perform the essential functions of the job with or without reasonable accommodation:

- Sufficient mobility to move around the office or event venue.
- Ability to use hands for grasping files, papers, boxes, notebooks, writing implements, etc.
- Visual acuity sufficient to read documents on paper and on the computer.
- May sit at a desk for up to 8 hours at a time.
- May lift up to 25 lbs.
- Sufficient hearing and verbal skills to be able to communicate with co-workers, visitors, and others in person and via telephone.

Pay and Benefits

- Health, dental, vision
- Retirement
- Salary - \$35k - \$40k DOE

DISCLAIMER

Incumbent must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

Closing Date - Submit cover letter, resume and three professional references to NickVeldhouse@iahd.com by 5:00p.m. on June 6, 2017.