

The Kansas Bankers Association is seeking an Event Coordinator to join our Education and Conferences team! We are seeking an individual who has prior event management experience, is eager to work with our bank members to fulfil their educational needs and is ready to make a positive contribution to the entire Kansas Bankers Association!

Who we are:

Kansas Bankers Association is a private, non-profit 501 (c) 6 founded by Kansas bankers in 1887. One of the first five state bankers associations in the country, we have a proud history of assisting Kansas banks. The KBA mission is, 'Together we support our member banks and bankers with leadership, advocacy and education to benefit the communities and customers they serve.' Throughout its history, KBA has worked with Kansas banks to fulfill part of that mission by assisting with a variety of educational needs.

Work environment:

The Kansas Bankers Association is a true team environment that genuinely serves our bankers to meet their unique needs. This position will work in the office, with in-state travel required, as well as occasional out of state travel. Typical schedule is Monday - Friday with a regular 7.5 hour work schedule during business hours, however hours may vary with travel. Business casual dress code.

A day in the life of an Event Coordinator:

Assist in achieving KBA Education & Conferences Department goals, including preparation for and executing KBA events, registration processing, surveys, and marketing efforts through various channels.

Essential Job Functions:

Event Planning – 30%

- Plan and execute educational seminars, workshops, conferences
- Communicate event needs with venues and vendors
- On-site facilitation of events
- Compute budgets and negotiate facility/vendor fees
- Negotiate mutually equitable fees with speakers and facilitate their handouts, travel, paperwork, invoices, etc.
- Travel to seminars, conferences and KBA events as needed.

Assistance with Event Planning – 30%

- Process event registrations/refunds/cancellations
- Field phone calls on registrations and cancellations
- Pre-event preparation including attendance rosters, badges, evaluation forms, manuals, handout materials, signage
- Post-event follow-up including evaluation tabulation, no-shows, restocking supplies
- Processing and fulfilling manual/electronic orders

Technology – 20%

- Set up new Committee members with usernames and passwords for website
- Create landing pages on KBA website for conferences
- Create and load content onto mobile app for conferences

Administrative duties – 15%

Including, but not limited to: filing assistance with committee meetings, coordination of printing with other staff, assist with mailings, answering phones, general office duties.

Assist with preparation and distribution of Comparative Data Report (every other year), as well as annual Compensation & Benefits Survey.

Other Duties as Assigned – 5%**Knowledge, Skills and Abilities:**

- High school diploma or equivalent required, college degree preferred
- Knowledge of educational needs geared towards bankers
- Knowledge of general office practices
- Knowledge of facilities to host events
- Knowledge of Kansas' colleges
- Knowledge of KBA products, services, policies and procedures
- Skilled in identifying problems and providing solutions
- Skilled in negotiating and problem resolution
- Multi-tasking required
- Skilled in written and oral communication
- Technology skills including working with various software systems, computers, mobile applications, printers, LCD projectors, microphones
- Skilled in operating various office equipment (copier, fax, phones, computers, mailing machine)
- Able to communicate clearly and effectively with coworkers, bankers, vendors and facility staff in a professional manner
- Able to maintain confidentiality
- Excellent attention to detail and accuracy required
- Able to work independently to make decisions to meet department deadlines
- Able to think creatively and analytically
- Able to travel overnight
- Able to lift heavy objects up to 50 lbs.

Should you wish to apply, please send a resume and cover letter to Brenda Unruh, SVP – Director of Education & Conferences at bunruh@ksbankers.com.

This position will remain open until filled.