NC Coast Host Programs Administrator

Position Type: Part-Time
Reports To: NC Coast Host President and Board of Directors

Position Summary

The NC Coast Host Programs Administrator provides administrative and logistical support for the organization's meetings, programs, and member activities. The primary responsibility of this position is to coordinate three quarterly meetings and one annual meeting each year in partnership with the Coast Host President and participating host sites.

Each meeting is generally a two-day event that includes:

- Day One - A tour of a local attraction, group dinner, board meeting
- Day Two - General membership meeting, educational speakers and lunch (when feasible, an additional tour may be offered following the second-day meeting)

Essential Duties and Responsibilities

Meeting Planning and Coordination

- Develop and maintain the annual schedule for three quarterly meetings and the annual meeting.
- Work closely with the Coast Host President and designated host site to coordinate each meeting.
- Establish planning timelines and confirm that all arrangements are completed by the appropriate deadlines.
- Maintain regular communication with the President, host site, board members, speakers, and participating tourism organizations.
- Attend and provide administrative support at each quarterly and annual meeting.

Accommodations and Meeting Facilities

- Work with the Coast Host President and host site to secure appropriate hotel accommodations for attendees and a meeting space.
- Coordinate meeting space arrangements, including room setup, seating, audiovisual equipment, refreshments, meals, and other meeting needs.
- Confirm hotel reservation procedures, room-block deadlines, rates, and cancellation policies.
- Share lodging and meeting information with members in a timely manner.

Tours, Meals, and Speakers

- Coordinate with the host site to arrange a tour of an appropriate attraction within the host's area on the first day.
- When feasible, arrange an additional attraction tour following the meeting on the second day.
- Coordinate with the host site to select and reserve a location for the group dinner on the first evening.
- Assist the host site in identifying and securing relevant, engaging speakers for each meeting.
- Confirm speaker schedules, presentation requirements, audiovisual needs, and biographical information.

Host-Site Support and Oversight

- Provide the host site with a clear list of its responsibilities, deadlines, and event requirements.
- Monitor the host site's progress and confirm that all assigned duties are completed.
- Follow up on outstanding arrangements and promptly notify the Coast Host President of potential problems.
- Ensure that tours, dining arrangements, accommodations, speakers, and meeting facilities are appropriate for the group and consistent with Coast Host expectations.

Member Communications and Registration

- Prepare and distribute meeting announcements, agendas, registration details, hotel information, and RSVP requests to Coast Host members.
- Send reminder notices and communicate schedule changes or other important information.
- Receive and track RSVPs for all meetings, tours, dinners, and related activities.
- Maintain accurate attendance records and provide participation counts to the host site, hotel, restaurants, and other vendors.
- Prepare attendee lists, name badges, meeting materials, and other items as needed.

Meeting Administration

- Develop a detailed itinerary for each two-day meeting in coordination with the President and host site.
- Assist with attendee check-in and distribution of meeting materials.
- Provide general administrative and logistical support during meetings.
- Maintain organized records of meeting arrangements, attendance, speakers, host sites, vendors, and related correspondence.
- Collect feedback following meetings and recommend improvements for future programs.

Knowledge, Skills, and Abilities

- Strong organizational, scheduling, and event-planning skills.

- Excellent written and verbal communication skills.
- Ability to manage multiple deadlines and coordinate with numerous individuals and organizations.
- Strong attention to detail and ability to anticipate logistical needs.
- Ability to work independently while maintaining regular communication with organizational leadership.
- Professional and courteous interpersonal skills.
- Proficiency with email, word-processing, spreadsheets, online registration tools, and virtual-meeting platforms.
- Familiarity with North Carolina's coastal tourism industry and attractions is preferred.
- Ability to travel to meeting locations throughout coastal North Carolina.
- Ability to work occasional evenings and overnight hours in connection with scheduled meetings.

Minimum Qualifications

- High school diploma or equivalent required; an associate or bachelor's degree in hospitality, tourism, event planning, communications, business administration, or a related field is preferred.
- Previous experience in event planning, tourism, hospitality, association management, or administrative support is preferred.
- Valid driver's license and reliable transportation required.

Work Schedule

This is a part-time position with a flexible schedule. Work hours will vary depending on meeting-planning deadlines and scheduled events. Attendance at all three quarterly meetings and the annual meeting—including tours, dinners, board meetings, and general membership meetings—is required.

Compensation

Compensation for this position is $2,400.00 per year ($200.00 per month). The Programs Administrator will be reimbursed for mileage based on IRS Standard Mileage Rates, any meals based on the US General Services Administration's per diem rates and lodging for each meeting.