



memo:

**** PLEASE POST ****

TO: All PEF Offices
FROM: Human Resources
DATE: April 1, 2025
RE: Management/Confidential Vacancy

In accordance with Article 23(A) of the PEF/USW Agreement, please be advised that the following vacancy may be applied for in writing:

Position: Special Events Coordinator / Assistant Director
Location: PEF Headquarters (Albany, NY)
Category: 6 (MC)
Salary: \$68,562.00 – Hiring Rate (minimum)
\$87,605.00 – Step 5 (maximum)
PEF retains the right to increase the starting salary based on experience.

Interested members of staff are invited to submit their resume to:

Office of Human Resources
Public Employees Federation
1168-70 Troy-Schenectady Road
PO Box 12414
Albany, NY 12212-2414
or by e-mail to HR@PEF.org

Qualifications and job description are attached. Services for this position are required immediately.

cc: Statewide Officers
Regional Coordinators
Trustees
USW 9265 President

NYS PUBLIC EMPLOYEES FEDERATION

POSITION DESCRIPTION

Position Title:	Special Events Coordinator / Assistant Director
Department:	Special Events
Position Summary:	<p>The incumbent of this position provides assistance and reports directly to the Director of Special Events. Provides administrative set-up, coordination, and contracting of assigned special training programs, conferences, and special events, and assists with Executive Board meetings and the annual Convention. This Assistant Coordinator position is responsible for assigned functions associated with the Annual Convention, including but not limited, to the Headquarters Room function, staffing needs and activities, the registration activities, and all special functions/meetings. The position is actively involved in the preparation of Executive Board meeting agendas, preparation of meeting packets, contracting for meeting space, overseeing the distribution of meeting packets, noting follow up actions and charges to be accomplished, and preparation of meeting minutes for Board approval.</p>
Qualifications:	<p>Minimum three years' experience as an Event Coordinator, Hotel/Resort Event Scheduler/planner, and/or Executive Secretary with relevant excellent event coordination and organizational skills. Supervisory experience is desired.</p>
Key Functions:	<ul style="list-style-type: none">*1. Provides assistance to the Director of Special Events for all quarterly Executive Board meetings, training sessions, workshops, special events and Annual Convention.*2. Coordinates preparation of board kits and materials for relevant meetings, various committees, and departments.*3. Compilation and tracking of Executive Board and other meeting/event action items.*4. Compilation and tracking of actions, assignments and deadlines related to the Convention.*5. Coordination per the Director of Special Events on Convention work with other PEF staff and departments to determine and adhere to tasks, timeframes, timelines and strict deadlines.*6. Review of all meeting/event invoices, hotel billing and catering statements for accuracy, assign charges to appropriate accounts (committees, departments, individuals, etc.) for payment approval.

- *7. Coordination with Account Representatives of hotels and facilities statewide to conduct site inspections, establish contracts, negotiate rates and maintain direct billing accounts.
- *8. Coordination of registration and housing arrangements for national conferences and conventions attended by Statewide Officers, members, and staff (e.g., AFT, SEIU, AFL-CIO, etc.)
- *9. Administrative and technical coordination of special events and conferences, including hotel arrangements, training needs, meeting rooms, and invitations.
- *10. Maintenance of all official policy and other records, with appropriate confidentiality and sensitivity.
- *11. Supervises administrative staff in the Department of Special Events.
- *12. Experience in working with confidential and sensitive information.
- *13. Availability for travel statewide for PEF events and functions.
- *14. Significant experience with high quality member and customer service.
- *15. Consistent and reliable attendance.
- *16. Other assignments as directed.

** Identifies essential function/fundamental job duty.*

Created: April 2019