**Program Coordinator**

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**Reports To:** Account Managers and National Sales Manager

**FLSA Status:** Exempt

**Date Available:** Immediately

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**Company:** Started in 1981, AlliedPRA is an award-winning, full-service destination management company providing clients with a professional service resource in designing and executing destination programs. We currently have 19 offices throughout the United States and seven in Europe and the United Arab Emirates. Our services include Special Events, Transportation, Activities, Sightseeing Tours, Program Logistics, Team Building Events, Décor and Entertainment Options. Office environment is friendly, relaxed, progressive and challenging. Located in the Mission Bay district of San Francisco, our office is within walking distance from MUNI Metro, Bus lines and Caltrain.

**Summary of Position:** The Northern California office is offering the position of Program Coordinator to a truly unique and dynamic professional who has proven high-quality organizational abilities and communications skills.

**Essential Duties and Responsibilities**

- Assists with program development according to specifications of client, following the direction of the Account Managers and/or National Sales Manager.
- Creates and reviews costing sheets of each proposal before it is sent to the client.
- Prepares proposals and correspondence before being sent to client.
- Develops and maintains business relationships and supplier/partner relationships.
- Assists in preparation of site inspections and client meetings – make appointments, compile sales documents, confirm itinerary with supplier partners, etc. Joins site inspection and client meeting if needed.
- Requests supplier contracts and edits details, as necessary, based on program inclusions.
- Scheduling hourly guide staff for programs and management of staff on-site.
- Assists team with operations. Executes small-scale program logistics and on-site operations as needed.
- Keeps Owners and General Manager promptly and fully informed of all opportunities and other unusual matters and takes prompt corrective action where necessary or suggests alternative courses of action which may be taken.
- Represents AlliedPRA at community events and industry functions.
- Performs other duties and responsibilities as required or requested.

**Qualifications**

- College Degree – BA or equivalent
- 0-1 years of experience within the events industry (meeting planning, special events, incentive travel or related field)
- Excellent writing skills and grammar; exceptional communication skills
- Highly proficient in Word, Excel and PowerPoint
- Must have knowledge of the San Francisco Bay Area including all counties from Monterey County through Napa County
- Ability to promote AlliedPRA and its product to clients, suppliers, staff and other members of the general public
- Works well with management, peers, clients, suppliers and guide staff
- Ability to successfully operate with ambiguous and changing deadlines
- Ability to work flexible hours; weekends, evenings, holidays and to travel to venue locations as needed
- Possess a professional manner and appearance when representing AlliedPRA with clients and supplier/partners
- Ability to perform multiple projects simultaneously and prioritize responsibilities and work assignments.
- Ability to maintain confidentiality and a high level of business ethics.
- Ability to apply common sense understanding to carry out detailed but involved written or oral instructions. Ability to anticipate and deal with problems involving few concrete variables in a typical office situation.

**Work Environment:** The work environment characteristics for this position are typical of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in this office is moderate.

**Salary Range & Benefits:** Appropriate with experience; Company sponsored Medical and Dental Package and 401K Plan.

**Applications:** To apply please email Alaina Hee, alaina.hee@alliedpra.com with your resume, cover letter, salary history and expectations. No phone calls please.