



Pennsylvania Alliance of
Retirement Community Residents

JOB DESCRIPTION

Title: PARCR Meeting Coordinator

Description: The Meeting Coordinator is responsible for the successful execution of the Board meetings and the Quarterly meetings of the membership. In this role he/she must collaborate with the Board President and Zoom Technical Team, as well as the Program and Operations Director in planning, organizing, communicating, and implementing the meeting logistics whether it be live or via Zoom (or equivalent).

Election and Term of Office: The person filling this position shall be elected by the Board for a one-year term but may continue in this position indefinitely until resignation, retirement, death or termination by the Board.

Specific Responsibilities:

- *Identifies and reserves meeting locations and food services as needed
- *Oversees and evaluates new technologies such as Zoom and video equipment including audio support that we might employ for various meetings
- *Communicates meeting logistics information to the key meeting participants including the keynote speaker and presenters as needed
- *Works with the President to ensure the meetings run smoothly

Qualifications:

- *Must be a resident of a member CCRC and a member of PARCR
- *Must have strong computer skills and can use Microsoft word, Excel, Power Point, Publisher, Outlook, and Zoom
- *Must have leadership and communication skills
- *Must have ability and willingness to serve as a team player