



EXHIBITOR RELATIONS SPECIALIST JOB DESCRIPTION

JOB SUMMARY: EXHIBITOR RELATIONS SPECIALIST supports exhibitor fairs that deeply engage SkillsUSA Massachusetts members with our business partners. The Exhibitor Relations Specialist will support the relationships and logistics associated with implementing the exhibitor fair at the SAiL Conference and State Leadership & Skills Conference. The Exhibitor Relations Specialist will be integral to the concept, growth, and creation of engagement opportunities that support SkillsUSA's impact work. The Coordinator will work closely with donors, volunteers, and community organizations. The Exhibitor Relations Specialist must have the ability to manage volunteers and partners while working collaboratively with staff of the organization.

JOB TITLE: EXHIBITOR RELATIONS SPECIALIST

REFERENCE: #STF_12

CATEGORY: STAFF

DATE POSTED: 09-12-23

HIRING RANGE: BASED ON EXPERIENCE

REPORTS TO: EXECUTIVE DIRECTOR

POSITION NUMBER: STF_12

CLASSIFICATION: CONSULTANT

DATE DUE: 09-20-23

HOST NAME: SKILLSUSA MASSACHUSETTS

REPORT LOCATION: SKILLSUSA MASSACHUSETTS

HEADQUARTERS: AS NEEDED

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Exhibitor Relations Specialist will provide the following services:

- Develop exhibitor guide for the SAiL (Senior Adventures in Leadership) & State Leadership & Skills Conference.
 - Recruit business and industry partners to participate as exhibitors.
 - Manage exhibitor registration and exhibitor floor design.
 - Manage and ensure successful exhibitor experiences at SAiL (Senior Adventures in Leadership) & State Leadership & Skills Conference.
 - Develop and execute successful on-site management plan for exhibitors at SAiL & SLSC.
 - Follow-up with exhibitors post event and work to retain multi-year participation of exhibitors.
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QUALIFICATIONS

EDUCATION:

Bachelor Degree in related field required; comparable experience considered. 1-3 years of experience in volunteer and/or program management.

MINIMUM QUALIFICATIONS:

- Intermediate to advanced level skills in MS Word, Excel and PowerPoint required.
- Excellent communication skills – written, verbal, interpersonal, public speaking and presentation skills required.
- Proficiency in database applications required.

CULTURAL COMPETENCY

- Must possess the ability to work with a diverse group of internal and external individuals, agencies, causes, and businesses.
- Strong attention to detail and proven ability to manage and prioritize multiple tasks simultaneously in order to meet deadlines.
- High-energy individual who takes initiative, has a positive outlook, a sense of humor, and the ability to thrive in a changing environment.
- Event management skills.
- Proven ability to collaborate and be successful working with cross-functional teams.
- Must be organized, detail oriented, able to multitask, persistent in follow up, able to meet tight deadlines and interact with all levels of personnel.

PREFERRED QUALIFICATIONS:

- Education and/or credible experience with non-profits, career and technical education and SkillsUSA preferred.
- Personal qualities of integrity, work ethic, professionalism, responsibility, adaptability/flexibility and self-motivation and a commitment to and passion for the SkillsUSA Massachusetts mission.
- Understanding of SkillsUSA Massachusetts signature events and culture of volunteerism

APPLICATION CONTACT INFORMATION:

SkillsUSA Massachusetts
Attention to: Karen Ward, Executive Director
501 Paramount Drive
Raynham, MA 02767

Send application requirements to: submissions@maskillsusa.org
