

JOB DESCRIPTION

TITLE: Conference & Meetings Coordinator **EXEMPT**

REPORTS TO: Marketing Director

FUNCTION: Provides administrative support and oversight to various marketing and meeting activities of the Society. Responsible for management of the Society's annual conference and exhibition. Provides support to Marketing Director in the areas of web advertising and non-dues revenue generation. Also responsible for duties outlined below as well as other duties as required.

DUTIES AND RESPONSIBILITIES:

1. Annual Conference
 - a. coordinate speaker selections and educational tracks with the Assistant Executive Director
 - b. assist in managing staff participation in all conference aspects
 - c. manage all hotel/on-site logistics for conference
 - d. oversee preparation of on-site conference program book and content
 - e. oversee preparation of conference proceedings book and content
 - f. develop and solicit conference advertising & sponsorships
 - g. manage exhibit program, including solicitation, show layout, decorator contact, registration and post-evaluation
 - h. oversee pre-con logistics (signs, plaques, badges, registration packet materials, etc.)
 - i. design & tabulate conference evaluation forms
 - j. manage post-conference activities
 - k. assist in all other conference areas as necessary
2. Board/Committee Issues
 - a. coordinate meeting logistics for all Board, leadership and committee meetings.
3. Customer Service activities
 - a. incoming calls, voicemail, email responses
 - b. copying, faxing, mail
4. Financial Activities
 - a. process all conference-related payments
 - b. develop and monitor conference budget
5. Membership Programs
 - a. provide marketing assistance for all non-dues revenue programs as directed
 - b. oversee airborne express program
 - c. oversee apparel program
6. Membership issues
 - a. assist in Operations Study input/tabulation
 - b. assist in Membership Opinion Survey input/tabulation
 - c. Recruitment and retention issues
 - d. Other projects as necessary
7. Office Administration
 - a. attend staff meetings

- b. complete monthly timesheets
 - c. contribute to Staff-To-Do-List & Agendas
8. Maintain association management skills

SKILLS:

- * Maintain professional and positive demeanor
- * Working knowledge of computers in a windows environment
- * Proven accuracy and attention to detail
- * Demonstrate excellent oral and written communication skills
- * Demonstrate proven marketing skills
- * Must be able to function as part of a team
- * Capable of setting priorities when multiple demands are present