

PEDIATRIC ORTHOPAEDIC SOCIETY OF NORTH AMERICA

POSITION TITLE: Meetings & Education Coordinator

REPORTS TO: Meetings and Education Manager

SUPERVISES: None

GENERAL SUMMARY:

Coordinate a variety of detailed and complex projects to assist with the maintenance of a healthy and viable membership organization. Coordinate the development, organization, and implementation of the society's meetings and educational activities. Serve as a liaison to committees as assigned to accomplish their stated initiatives and projects.

DUTIES AND RESPONSIBILITIES:

I. Coordinate, implement and evaluate the logistical and operational elements of the IPOS meeting.

- A. Liaison with Program Director and subject matter experts to evaluate and develop educational programing. Recommend new learning or educational formats to enhance the attendees' experience and implement as directed.
- B. Responsible for all meeting logistics including development of meeting specifications for hotel, audio visual, and food and beverage.
- C. Create timelines for Program Director and committee to complete their specific tasks.
- D. Coordinate all aspects of the development, management and evaluation of speakers and faculty.
- E. Coordinate the creation, production, and distribution of meeting materials, including the print and electronic preliminary and final programs.
- F. Collect, prepare, and distribute materials and meeting evaluations for ACCME review and action; ensure program complies with ACCME regulations.
- G. Assist with registration program build with Society Coordinator.
- H. Work with shipping vendor and staff to coordinate meeting shipment, create supply lists and shipping and packing documents; order supplies as needed; pack/unpack meeting materials.
- I. Coordinate signage details for meeting.
- J. Research city activities for the website and program books.
- K. Develop, collect, and evaluate request for proposals for meeting photographer. Develop and communicate onsite schedule.

50% of Time

Importance: 1

II. Coordinate, implement, and evaluate the logistical and operational elements for the Annual Meeting.

- A. Develop, collect, and evaluate requests for proposals for spouses' program. Work with President's spouse to develop guest list; create, distribute, and collect event invitations. Provide on-site support during event.
- B. Coordinate the creation, production, and distribution of Accompanying Person's Program book.
- C. Work with the President to develop guest list for President's Dinner. Create, distribute, and collect event invitations.
- D. Assist with onsite registration.
- E. Work with shipping vendor and staff to coordinate meeting shipment, create supply lists, shipping and packing documents; order supplies as needed; pack/unpack meeting materials.

- F. Coordinate signage details for meeting.
- G. Research city activities for the website and program books.
- H. Develop request for proposal and schedule, review proposals and contract photographer. Develop and communicate onsite schedule.

25% of Time Importance: 1

III. Coordinate, implement and evaluate society’s educational programming.

- A. Serve as the staff liaison to the Educational Courses Committee.
- B. Develop, collect, and coordinate webinar applications and evaluations.
- C. Coordinate pre-recorded and live webinars with members.
- D. Develop and collect tutorial and global course applications and evaluations.
- E. Coordinate the process of co-branding courses for the AAOS Annual Meeting.

15% of Time Importance: 2

IV. Provide support and guidance to leadership and staff.

- A. Work with Manager and Director to create budgets to ensure for proper and transparent record keeping, meet financial goals.
- B. Support leadership with agenda development, arrange and communicate the meetings; distribute agenda materials; write appropriate reports, draft, distribute, and archive meeting minutes/official business; and conduct follow-up on action items.
- C. Work with leadership and staff to implement committees’ deliverables on time and within budget.
- D. Work with marketing/communication team to develop and coordinate communications schedule.
- E. Review and evaluate activities on a regular basis; ensure committees are meeting objectives; provide guidance, as necessary.
- F. Ensure materials on Society website are up to date.
- G. Evaluate and/or maintain procedures, descriptions, announcements, statistical reports and history.
- H. Develop and maintain effective communications and relations with leadership.
- I. Develop and maintain protocols and procedures related to the position’s responsibilities.
- J. Perform all other job-related duties as required or assigned.

10% of time Importance: 2

Complies with all safety policies and practices of the organization and all safety standards associated with this position, including the use of personal protective equipment.

TRAVEL: Approximately 10-15 days per year

QUALIFICATIONS:

Required:

Undergraduate degree or equivalent work experience

3 years’ meeting planning experience

Strong member service mentality and delivery

Effective verbal and written communications

Strong organizational, interpersonal, and proofreading skills

Ability to think proactively and creatively

Attention to detail necessary for success

Must be able to multi-task, prioritize and organize work in a fast-paced environment

Able to function well in, and contribute to a team environment, but also work independently. Cooperative, supportive, and “can do” attitude is crucial to success.

This person must have integrity and credibility with leaders, members, vendors, and staff.

A positive proactive personality and an approachable team player

Proficient in Microsoft Office

Desired: Association experience

Familiarity with JotForms, IMIS and Adobe Connect

CMP designation

CME experience

Classification: Exempt Non-Exempt

Established: 11.16

Revised: 11.2020

Please send your cover letter and resume to careers@posna.org