

POSITION TITLE: Meetings and Exhibits Coordinator

REPORTS TO: Meetings and Education Manager

SUPERVISES: Temporary On-Site Staff

GENERAL SUMMARY:

Coordinate the development, implementation, and evaluation of the Society's activities and programs according to key association management principles and ethics to maintain a healthy and viable organization. Coordinate a wide variety of detailed and complex project management activities, which are dependent upon the Society's initiatives and strategic plan. Serve as a liaison to committees as assigned. Provides on-site support at assigned meetings and courses.

DUTIES AND RESPONSIBILITIES:

I. Coordinate, implement and evaluate Society's exhibits and sponsorship activities:

- A. Provide high-level customer service to all current and prospective exhibitors and sponsors including answering sales inquiries, vetting prospective exhibitors and sponsors, development and promotion of society and meeting offerings, exhibit requirements, and deadlines
- B. Create, execute, and process registration for exhibitors
- C. Maintain database with current exhibit and sponsor contacts throughout the year
- D. Coordinate logistical details for exhibit hall, to include but not limited to design, layout, production, and signage. Serve as main contact with general service contractor/decorator
- E. Process all exhibitor and sponsor invoices and payments
- F. Serve as the staff liaison to the Industry Relations Committee
- G. Develop, review, and edit all content for corporate brochure, exhibitor prospectus and service kits
- H. Prepare and submit grant applications
- I. Coordinate the creation of non-CME workshops

II. Coordinate, implement and evaluate all aspects of meeting registration for Society meetings:

- A. Create and provide meeting materials for the preliminary and final programs
- B. Create, execute and process registration for meetings
- C. Responsible for pre- and on-site registration, including designing onsite layout, ordering registration equipment, maintaining inventory of necessary registration materials (i.e., ribbons, badges, lanyards, etc.)
- D. Coordinate all temporary staffing needs meetings to include vendor selection and scheduling. Provide on-site supervision.
- G. Responsible for packing and unpacking of registration and exhibit materials for meetings; lift and move boxes
- H. Coordinate security for society meetings to include vendor selection and scheduling. Serve as point of contact on-site

III. Provide support and guidance to leadership and staff

- A. Work with Manager and Director to create budgets and 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 the marketing/communications 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 position's responsibilities
- J. Perform all other job-related duties as required or assigned.

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 and informed.

TRAVEL: Approximately 10-15 days per year

QUALIFICATIONS:

Required:

Undergraduate degree or equivalent work experience

Association experience

Strong member service mentality and delivery

Effective verbal and written communications

Strong organizational, interpersonal and proofreading skills. Attention to detail necessary for success

Ability to think proactively and creatively

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: Sponsorship and/or exhibit experience. Knowledge of current industry trends. Familiarity with JotForm, SurveyMonkey, Dropbox and Zoom. iMIS ACCME experience

Classification: X Exempt ___ Non-Exempt

Established: 10.2021

Please email cover letter and resume to careers@posna.org