



**POSITION TITLE:** Meetings Assistant

**REPORTS TO:** Meetings and Education Manager

**SUPERVISES:** None

**GENERAL SUMMARY:**

Assist with a variety of detailed projects to support the maintenance of a healthy and viable membership organization. Assist with the development, organization, and implementation of the Society's meetings, exhibition, and sponsorship activities. Handle the development, organization, and implementation of meeting registration. Provide on-site support at assigned meetings.

**DUTIES AND RESPONSIBILITIES:**

- I. Assist, implement, and evaluate Society's meetings, exhibition, and sponsorship activities.**
  - A. Create, execute, and process registration for exhibitors
  - B. Maintain industry partner database
  - C. Assist with logistical details for exhibit hall to include, but not limited to, design, layout and production, signage, and communication to general service contractor
  - D. Assist Manager and Accounting Team with processing exhibitor and sponsor invoices and payments
  - E. Assist with the development and review of the corporate brochure, exhibitor prospectus, and service kits
  - F. Work with leadership and staff to identify potential granting opportunities. Prepare and submit grant applications
  - G. Work with Industry Relations Committee Chair and Society Industry Partners in the creation of non-CME workshops
  - H. Identify security vendor and schedule for Society meetings. Serve as point of contact on-site.
  - I. 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.
  - J. Handle signage details for meetings
  
- II. Coordinate, implement, and evaluate all aspects of meeting registration for Society meetings.**
  - A. Create, execute, and process registration for Society meetings
  - B. Responsible for on-site registration to include, but not limited to, producing registration forms, badges, attendee lists, on-site materials, and historical reports. Produce weekly pacing reports
  - C. Order registration equipment, maintain inventory of necessary registration materials (i.e., ribbons, lanyards, etc.)
  - D. Create and provide registration materials for the preliminary and final programs as well as the Society website
  
- III. Provide support and guidance to leadership and staff.**
  - A. Assist Manager and Director to create budgets and ensure 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. Maintain effective communications and relations with leadership
- I. 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.

**TRAVEL:** Approximately 10-15 days per year

**QUALIFICATIONS:**

Required:

- Undergraduate degree or equivalent work 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
- Possess integrity and credibility with leaders, members, vendors, and staff
- A positive proactive personality and an approachable team player
- Proficient in Microsoft Office; strong skills in spreadsheets

Desired: Association experience. Familiarity with iMIS and JotForms

**POSNA COVID-19 Policy:**

The Pediatric Orthopaedic Society of North America values the safety of our employees, our members, our vendors and visitors. In support of these values, if you are selected for this job, you must show proof of being fully vaccinated against COVID-19 except when vaccination is not medically advised or violates your sincerely held religious beliefs. If you are invited to join our team, you must comply with the POSNA COVID-19 Vaccine Policy.

Classification:   X   Exempt \_\_\_ Non-Exempt  
 Established: 12.2021