Events and Meeting Specialist

Meetings & Corporate Development Business Unit
Exempt

Reporting Structure:

The Events & Meeting Specialist reports directly to the Senior Director, Meetings & Corporate Development.

Qualifications:
Bachelors’ degree required. At least 2 years of meetings/program support required. Past association management experience and proven experience working with healthcare professionals a plus.

- Strong organization/prioritization skills and ability to coordinate a high volume of details and a variety of projects necessary.
- Excellent customer service, problem-solving and interpersonal skills with ability to work independently as well as part of a team are expected.
- Excellent written, with high attention to detail, and verbal communication skills required.
- Experience in Microsoft Office tools.
- Moderate travel may be required. 7-10 days out-of-town travel plus approximately 10 evening conference calls/year.

Key Responsibilities

Annual Meeting
- Create and track Vendor list. Collect official contracts and forms, Certificate of Insurance and track payment schedule
- Prepare weekly registration reports to be shared internally with other departments
- Assist with response to AM registration and housing general questions
- Process VIP AM registration and housing requests
- Organize meeting inventory and shipping of items to/from meetings.
- Collection of committee meeting and ancillary event requests. Work with Senior Manager, Meeting Operations to place committee meetings in available space.
- Create RFP and solicit responses for conference vendors. Create comparison document and document features needed for consideration and ultimate decision for award of contract
- Manage ribbon inventory and coordinate with other departments to confirm categories and order requirements.
- Manage and order awards/plaques.
- Solicit licenses from ASCAP/BMI for music use throughout the conference

Please submit your resume, cover letter and salary, expectations through one of the following options:
- Email: Attach a Word document or copy and paste your cover letter and resume and send to employment@entnet.org.
- Mail: AAO-HNSF, 1650 Diagonal Road, VA 22314-2857 Attention: Human Resources
- Fax: 1-703-683-5100

Updated November 2021
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**Coordinate with local DMC to:**
- set up 5K Run and Sunrise Yoga. Correspond with registration partner for event details to be added to registration options menu for attendees.
- Local florist for various meetings based on request
- First aid team onsite

**Prepare Staff Resource Guide to include Staff Grid for distribution to all staff**
- Work with Senior Manager, Meeting Operations to develop post-event survey for all attendees

**Participate in Cross Departmental Integration of Program Components**
- Schedule and take minutes for internal department meetings
- Logistics Support to Senior Director, Meetings & Corporate Development
- Provide support for other small meetings.
- Responsible for providing headquarters staff with needed information to appropriately answer meeting related inquiries.
- Assists with special projects and performs other duties as assigned.

**Financial Accountability & Administrative Management**
- Customer service, response to emails
- Update website content for areas of responsibility.
- Update budget actuals, prepare for projections

**Other**
- May participate on internal teams, either through formal assignment, or on an ad hoc basis.
- Consistently demonstrate courteous, cooperative, and helpful behavior to all contacts, internal and external
- Duties and responsibilities may be added, deleted, or changed at any time at the discretion of management, formally or informally, either orally or in writing

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