This job description reflects the general nature and level of work to be performed by the person assigned to this job title. It is not intended as an exhaustive list of all responsibilities, duties, and skills required of personnel in this job, nor does it prescribe or restrict the tasks that may be assigned.

Position Summary:
Performs a variety of administrative functions related to coordinating Association meetings and events such as working with a committee, coordinating airfare, hotel, shuttles, food and beverage (F&B), audio/visual (AV) and filing for CEU approval. This position requires the ability to work independently and as part of a team, manage concurrent tasks efficiently, exercise good judgment, and display initiative.

Organizational Relationships:
Reports directly to, and coordinates assignments through, the Director of Meetings and Financial Services.

Education/Experience/Job Specifications:
- Associate’s degree and three years’ experience or equivalent combination of education and experience in meeting planning required. Bachelor’s or higher degree preferred.
- Proven experience as an events planner or organizer; outstanding project management, vendor management and budgeting skills.
- Ability to manage multiple priorities and multiple constituencies, working effectively toward deadlines with strong attention to detail.
- Excellent written and oral communication skills, with the ability to present data and conclusion in an organized, concise manner.
- Knowledge of basic accounting principles and practices.
- Must possess excellent financial management, event planning and tracking, customer service skills, and telephone etiquette.
- Must have initiative, good judgment, be able to assume responsibility, work independently, without close supervision, and cooperatively with other employees and the public.
- Must have good word processing, spreadsheet, data entry and Google Docs/Google Forms/Google Drive skills.
- Excellent organizational and interpersonal skills to work with all employees, members, and the public. Ability to deal with all types of people and handle conflict with composure and professionalism.
- Must be able to read, write and understand directions.

Characteristic Duties and Responsibilities (Essential Functions)
- Assist with budget preparation, budget management, contract coordination and cost control. Provide periodic progress reports to applicable staff for each meeting project.
- Act as the point of contact for smaller events.
- Oversee registration management and event logistics including: process registrations, applications, refunds, topic submissions, A/V and catering requests, RACE/CEU approvals, meeting room layout, shuttles, hotel (sleeping rooms, banquet and meeting rooms), convention center, print workshop badges, organize on-site staff, etc.
- Coordinate facilities and manage all event details such as decor, catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional material distribution, etc.
- Liaise with internal teams to identify their needs and to ensure customer satisfaction.
- Cooperate with marketing and PR to promote and publicize event.
- Manage conference faculty to include database input, work with program committees, develop sessions forms, draft invite letters and follow up with acceptances and declines.
- Manage faculty files, bios, images, session descriptions, presentations and other required items for participation.
- Send and track correspondence with faculty, program committees, hotels, convention centers, etc.
- Review and approve travel reimbursement and all invoices related to committee meetings (catering, shuttles, hotel, etc).
- Track and produce registration reports, manage cancelled registrations, market via eblasts registration reminders and perform updates in registration system.
- Create and analyze online evaluations and prepare post-event reports.
- Order, pack and ship materials to/from meetings and conferences.
- Respond to telephone and email inquiries from faculty, program committee members, venues, etc.
- Proactively handle any arising issues and troubleshoot any emerging problems during the events.
- Take detailed notes during client calls for minutes.
- Manage and organize files on company server.
- Data entry and daily administrative functions.

**Secondary Duties**

- Filing, moving boxes, assembling packets.
- Other duties as assigned.

**Working Conditions/Physical Demands/Special Conditions**

- AALAS is a non-smoking, office environment
- While performing the duties of this job, the employee is regularly required to sit; use hands to handle, or feel; and talk and hear. The employee is frequently required to walk; stand; reach with hands and arms; and stoop, kneel, or crouch. Specific vision abilities required by this job include close vision. The employee is required to answer a multi-line phone system, respond to inquiries, and transfer calls to the appropriate extension.
- The employee must be able to perform lifting up to 40 pounds, bend or squat routinely, and occasionally work with arms above shoulder level; ability to lift, carry or otherwise move and position objects weighing up to 40 pounds.
- The employee must be able to use a computer to access information, frequently and in a fast paced environment, communicate by phone, email and in person, and use and operate office equipment such as copiers, fax and postage machines.
- The duties of this job require the ability to travel 1-5 times per year.

**Employee Benefits**

- Personal time off (PTO)
- Life, Health, Dental insurance
- Section 125 FSA Cafeteria Plan
- Voluntary supplemental insurance policies
- Long Term Disability
- Retirement Plan