



<b>Title:</b> Coordinator, Meetings & Events
--

<b>Supervisor &amp; Title:</b> Manager of Meetings & Events
---

**Position Summary:**

Assists the manager and senior director of meetings and events in planning AFIA meetings and events, partner educational programs, committee meetings, Board meetings, one-time events and webcasts. Provide support to meetings departments and acts as the association's registrar for all events.

**Meetings Support:**

- Responsible for all meeting registration-related functions including set-up, support, management of registration technology system and on-site registration.
- Serves as primary contact for registration and exhibitor questions for all meetings and ensures email inboxes and calls are managed with the highest level of customer service.
- Proof registration form layouts for accuracy and functionality.
- Responsible for meeting badges, meeting attendance reporting, on-site registration lists, golf tournament pairings, and other registration related meeting materials. Maintain a filing system for easy location of registration data and for reconciliation with accounting post-event.
- Prepares speaker and sponsor post-event thank you letters for all AFIA meetings.
- Provides on-site event support with direction from the manager and senior director of meetings and events.
- Coordinates the packing and unpacking of boxes being shipped pre/post meetings.
- Maintains industry events calendar, AFIA meetings calendar and BOD meetings calendar.
- Cultivates member relationships and responds to member requests in a timely fashion.
- Adheres to all meeting task list and timelines set by the manager and senior director of meetings and events
- Provides administrative support for the Meetings and Membership department.
- Other meeting tasks as assigned.

**Knowledge and Experience:**

- Bachelor's degree and/or one to two years of working experience in the meetings industry.
- Excellent organizational/interpersonal and problem-solving skills
- Ability to interact professionally and effectively with all levels of staff and members while remaining customer-focused.
- Ability to meet deadlines, to initiate new ideas, provides creative solutions to problems and work independently.
- High attention to detail, adherence to deadlines/timelines.



- Ability to prioritize and balance numerous tasks with accuracy and speed, and maintain a professional working attitude under pressure.
- High-energy team player easily collaborating with several association departments.
- Skilled in Adobe Reader and Microsoft Office Suite programs including Word, Outlook, PowerPoint and Excel is required.
- Experience with administration of an Association Management System (AMS).
- Proven verbal and written communications skills.
- Self-motivated and capable of multi-tasking with minimal supervision as well as the ability to manage multiple projects/deadlines simultaneously.
- Positive and friendly, and willingness to take on new responsibilities.
- Position may require moving or lifting of boxes over 50 lbs.
- Position may require travel two to three times per year.

**Support Resources Available:**

- AFIA staff and membership
- Allied associations and related resource groups
- Membership and communications coordinator

**Application:**

- Resume and cover letter may be sent to [csamuels@afia.org](mailto:csamuels@afia.org). No phone calls please.