



Meeting Coordinator Scientific Society

Job Summary:

Assess and conceptualize client needs and desires for a variety of meetings, conventions, and events, and make all arrangements necessary to execute the clients desired vision and goal.

Supervisory Responsibilities: None

Requirements

- Bachelor's degree in Hospitality, Meeting, and Event Planning or related field required.
- Three to five years of experience in customer service, retail, event planning, or a related field.
- Ten percent domestic travel.

Duties/Responsibilities

- Assist with client consultation to assess and understand their needs at the meeting; including meeting rooms, convention halls, ballrooms, hospitality suites, hotel rooms, catering, signage, programs, music, security, display areas, and other specialized requirements.
- Compile a list of prospective event locations; visits locations with clients and provides guidance on the final selection.
- Compile price lists and negotiates contracts for services, dates, times, and spaces.
- Ensure that events meet legal, safety, and health requirements and regulations; obtains necessary permits from fire and health departments.
- Assist with housing for VIPs and conference attendees.
- Coordinate transportation for guests, attendees, speakers, or other parties.
- Maintain relationships with venues, hotels, and vendors.
- Maintain current knowledge of event planning standards and trends by attending seminars, consulting with other professionals, and reading trade publications.
- Serve as one of the POCs for on-site management of the meeting.
- Support Executive Director and senior meeting planners and interface with volunteer Board of Directors as needed.
- Possess strong computer skills to track and monitor meeting specifications and develop reports.
- Willing to travel (domestic and international) 10% of time.
- Assist with site search and contract negotiations with hotels and vendors for future meetings.

- Work productively with vendors (audio-visual, IT, housing agent, apps/hybrid platforms) to manage costs and efficiencies provided by these outside contractors.
- Participate in post-con meetings to debrief details of the meeting and to make recommendations for the next meeting.
- Perform other related duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and meticulous attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Creative and effective problem-solving skills.
- Ability to prioritize tasks.
- Ability to respond to problems and to assist clients with a calm, courteous, and helpful manner and attitude.
- Proficient with Microsoft Office Suite or related software.

Physical Requirements

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
- Must be able to access and navigate all areas of the facility.
- Must be able to work a variety of hours to accommodate events.

Please send your resume and expression of interest to HR@aim-hq.com