



Job Title: Meeting & Event Coordinator

Organization Name: Association of Educational Service Agencies (AESAs)

Location: Virtual Work Environment (Ability to travel required)

Job Summary:

The AESAs Meeting and Event Coordinator will play a critical role in supporting the Chief of Staff by planning, organizing, and executing all association events, including conferences, workshops, and meetings. The role is responsible for venue selection, event logistics, budget management, and ensuring seamless coordination of all event-related activities. This position involves collaboration with various stakeholders to ensure high-quality event experiences and aligns with AESAs's organizational objectives. The Coordinator will report to the Chief of Staff.

Key Responsibilities:

- Plan, organize, and execute all association events, including the Annual, Advocacy in Action, and Summer Leadership Conferences, as well as virtual and in-person workshops or training events.
- Manage event budgets, track progress, and ensure financial goals are met.
- Handle all vendor and venue coordination, including research, contract negotiation, and onsite logistics.
- Ensure a smooth attendee experience, from pre-event communication to onsite registration and post-event follow-ups.
- Ensure a smooth annual conference exhibitor experience from pre-event communication to onsite expo hall logistics and post-event follow-up.
- Support technical and logistical aspects of events, including A/V setup, seating arrangements, and compliance with health and safety regulations.
- Act as the main point of contact for event-related inquiries, coordinating with speakers, vendors, and stakeholders.
- Lead and support staff and volunteers during events, ensuring clear roles and responsibilities.
- Collect feedback through surveys and other methods to continuously improve event experiences.

Qualifications:

- Bachelor's degree in Event Management, Hospitality, Business Administration, or a related field.
- 3+ years of experience in event planning and management, preferably within an association or non-profit setting.
- Strong organizational skills with the ability to manage multiple projects and events simultaneously.
- Excellent communication and negotiation skills, with a professional demeanor.
- Proficiency in Microsoft Office suite and event management software/tools.
- Ability to travel for onsite event management as required.

Preferred Qualifications:

- Event planning certifications (CMP, CMM, etc.).
- Experience managing virtual or hybrid events.
- Proven track record of managing large-scale conferences or meetings.

Compensation: Salary negotiable based on experience.

Application Process: Interested candidates should submit a resume and cover letter detailing their relevant experience and why they are a good fit for this role to:

Ann Fiene, Chief of Staff at afiene@aesa.us by **Friday, November 8, 2024**.

Equal Employment Opportunity Statement:

AESA is an equal opportunity employer committed to diversity and inclusion. All qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

Timeline for Hiring: Position will begin as soon as possible.