



AMERICAN ACADEMY OF OTOLARYNGOLOGY- HEAD AND NECK SURGERY

Job Description: Coordinator, Meeting Operations

Business Unit: Education, Meetings & Corporate Development

FLSA Status: Exempt

Summary

The Coordinator, Meeting Operations coordinates logistics for the Academy's primary annual meetings as well as smaller meetings and events.

This is a hybrid role, in-person in Alexandria, VA, three days per week (Monday, Tuesday, Wednesday).

Reporting Structure

The Coordinator, Meeting Operations reports to the Chief of Programming & Partnerships.

Key Responsibilities

- Coordinates logistics for the Academy's primary event, the AAO-HNS Annual Meeting & OTO Experience, plus smaller meetings and events
- Coordinates pre-event and onsite logistics related to special events and Committee / Board meetings occurring at the Annual Meeting & Expo
- Works with conference vendors to ensure high quality services and performance prior to and during the event
- Provides support for specialty societies with meetings in conjunction with the Annual Meeting
- Performs onsite conference tasks, such as session room and event checks
- Provides content and updates / edits for marketing materials for onsite Annual Meeting & Expo communications
- Assembles and coordinates event materials shipments
- Complete the billing process for all contracted hotels for the AAO-HNS Annual Meeting
- Conducts inventory of meeting supplies and materials (awards, badge holders, ribbons, badges, etc.)
- Researches and presents options for / recommends event vendors
- Reviews for accuracy and processes vendor invoices
- Provides general administrative assistance within the BU, including monitoring and responding to email inquiries, taking and distributing meeting minutes, assisting with tasks related to Board of Directors meetings, creating Staff Essentials Handbook for onsite staff at

Annual Meeting, maintaining project management and SharePoint sites, maintaining digital files for meeting and vendors, participating in and coordinating travel for site visits and face-to-face meetings, and assisting with planning and / or executing staff events as assigned

Qualifications

- Associate's or Bachelor's degree in related field (*relevant experience and/or certifications may be substituted for a degree*)
- 2+ years of relevant experience, preferably working in association exhibits and / or sponsorship corporate support
- Experience with medical and / or scientific association exhibits and meetings
- Experience working with Cadmium or other meeting management software
- Proficiency in MS Office (Word, PowerPoint, Excel, Outlook, etc.)
- Excellent team player, willing to assist staff members as assigned
- Able to learn new skills and information and put to immediate use
- Able to swiftly change priorities and adapt to change
- High level of productivity with multiple, concurrent projects; dependable and able to meet due dates
- Strong interpersonal skills, demonstrated ability to establish and maintain positive working relationships with others, both internally and externally, and to maintain professional demeanor when under pressure
- Excellent verbal and written communication skills

Physical Requirements

- Sitting and standing, up to 7.5 hours per day
- Ability to maneuver (lift, carry, move slide, etc.) up to 15 lbs.
- Ability to spend most of the time viewing computer monitors and operating computer-related devices (keyboard, mouse, etc.)

Travel

- Some local travel required
- Occasional domestic travel required, up to 25%

The base pay range for this role is \$57,000 – \$65,000, commensurate with experience and education/certifications. The Academy is proud to offer an excellent benefit package to eligible employees, including medical, dental, and vision insurance; 9% 403b contribution after first year of service; company-paid life, short-term, and long-term disability insurance; 5 weeks of PTO, 11 paid holidays, paid parental leave; parking/public transit allowance; medical & dependent care flexible spending accounts; pre-paid legal services; pet insurance; hybrid work environment; professional development opportunities.

Duties and responsibilities may be added, removed, or changed at any time at the discretion of management, formally or informally, either verbally or in writing

AAO-HNS is an Equal Opportunity Employer