

POSITION DESCRIPTION

1. General Information

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| Position title | Meetings Coordinator |
| Primary Function | Non-Exempt, 37.5 Hours |
| Reports to (title) | Meetings Manager |
| Department | Office of Scientific Meetings and Conferences |
| Date | 08/29/2017 |

2. Primary Function

Assists Meetings Manager with the planning and execution of meetings.

3. Major Duties and Responsibilities

| Rank (add more as needed) | Duty/Responsibility | Percentage of time |
|------------------------------------|---|-----------------------|
| 1 | <p>Maintains Website/Mobile App/Program Development with general oversight from Meetings Manager:</p> <ul style="list-style-type: none"> · Sets up and/or updates abstract submission site, instructions, and guidelines. · Collects bios, abstracts, speaker materials. · Coordinates the review of abstracts with various committees. · Coordinates abstract notifications. · Maintains speakers and awardee spreadsheets and prepares letters and reimbursement forms/procedures. · Develops meeting content, updates and posts information for website and mobile app. · Develops marketing, promotional, informational eblasts for various meetings. · Prepares call for abstracts, save the date, promotional material, flyers, forms, and slides. · Collects material for development of Program and Addendum. · Prepares schedule, general information, and special functions section of Program. · Uploads/updates data and content for mobile app and sends push notifications. · Compiles program/abstract book and work with printer on production. | 35 |
| 2 | <p>Coordinates Client Programs with direction from Meetings Manager. Coordinates client communication; prepares RFPs and obtains quotes for meeting supplies and services; negotiates contracts and pricing, prepares diagrams and floor plans for meeting rooms and offices; prepares sign order; prepares set-up instructions for meeting space and poster sessions; assists with space assignments, food and beverage selections, entertainment, audiovisual needs; adheres to established budget and project/production timelines; assists with preparing facility and supplier orders; assists with the review and</p> | 30 |

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| | coding of invoices and prepares disbursement requests; reviews and prepares speaker and awardee honorariums and disbursements; handles general correspondence; coordinates shipment to/from meeting. | |
| 3 | Provides logistics support to FASEB's executive meetings. Coordinates, prepares and distributes agenda/minutes for committee/client conference calls and meetings. | 25 |
| 4 | Works with hotels and/or housing provider in development of housing website and procedures; coordinates special block of rooms for Society Officials, invited speakers and staff; makes reservations and sends confirmations; assists participants with special needs in accordance with ADA requirements. | 5 |
| 5 | Assists with answering telephone. Assists Director, as needed. | 5 |

Incumbent is expected to perform other duties as assigned by their immediate supervisor in support of the organization's goals and FASEB's needs.

4. Direct Reports

| Position titles of direct reports | # in position | # supervised by direct reports | |
|-----------------------------------|---------------|--------------------------------|------------|
| | | Exempt | Non-exempt |
| | | | |
| | | | |

| 5. Knowledge & Skills | Indicate the minimum education level (or equivalent experience) required in your position. | | List the skills applicable to your position and indicate the minimum proficiency required: A= Novice; B= Proficient; C=Expert | | |
|-----------------------|---|--|--|---|---------------------|
| | Check those which apply | | Subject or major field of study | Skill (Specify equipment/system, e.g., MS Word, Communication Skills, Customer Service) | Minimum Proficiency |
| | x | High school | | Written & Verbal Communication Skills | B |
| | | Prof/technical | | Ability to Multi-Task | B |
| | x | College courses (Bachelor's degree preferred, or equivalent combination of education and experience) | Hospitality/Business | Organizational Skills | B |
| | | Bachelor's degree | | Attention to Detail | B |
| | | Master's degree | | MS Excel and Word | B |
| | x | Other | 3-5 years of meeting experience. Scientific meeting experience preferred. | Ability to Meet Deadlines | B |
| | | | | Interpersonal Skills | B |
| | | | | Proofreading/English Grammar | B |
| | | | Familiarity with Abstracts | A | |
| | | | Budget Management | A | |
| | | | Contract Negotiations | A | |
| | | | Meetings Matrix, mobile apps, kenticio | A | |

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| 6. Key | Give two or three examples of decisions you make or actions you may take without prior approval. | Update program information on meeting website and update website content. Coordinate abstract reviewing process with committees and manage speaker database. |
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| | Give two or three examples of decisions you refer to a higher authority. | Final approval/sign off on vendor orders, confirming quotes/signing contracts with vendors. |
| | Indicate any special policies, formal procedures, or precedents that guide your work. | Society handbook when available. Utilizes established project/production timelines, set budget, client policies for speaker reimbursements, client handbook if available as source of information and guidance. Proofs work for typos, grammar, and accuracy prior to delivery to Senior Meetings Manager and/or client |

| 7. Working Relationships | Position | Department/Organization | Purpose (What is important is the content of these interactions. Describe what happens as a result of these contacts) |
|--------------------------|---|---|---|
| | Staff | OSMC | Obtains, provides or exchanges information. |
| | Staff | IT, Publications, Mailroom, Accounting, Marketing | Obtains, provides information, gives direction or instructions as needed. |
| | Suppliers | Various | Distributes and retrieves information/orders. Negotiates costs. |
| | Clients. Executive Directors, Board Members | Various | Obtains, provides or exchanges information with oversight from Senior Meetings Manager |
| | Director | OSMC | Obtains, provides or exchanges information. |

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| 8. Working Conditions | <p>This position requires sitting (90%), standing (5%), and walking (5%). Additional physical requirements are as follows:</p> <ul style="list-style-type: none"> Occasionally requires lifting materials of approximately 20 lbs. Requires computer work involving extensive use of keyboard, mouse and monitor. Working long hours onsite at meetings. |
| | <p>Work Environment/Conditions:</p> <ul style="list-style-type: none"> Dayshift hours primarily Travel and other work related assignments on weekends is possible. |