

## POSITION DESCRIPTION

### 1. General Information

Position title	<b>Meetings Coordinator</b>
Primary Function	<b>Non-Exempt, 37.5 Hours</b>
Reports to (title)	<b>Meetings Manager</b>
Department	<b>Office of Scientific Meetings and Conferences</b>
Date	<b>June 6, 2019</b>

### 2. Primary Function

Support FASEB Meeting Manager with multiple meeting projects and clients.
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### 3. Major Duties and Responsibilities

Rank (add more as needed)	Duty/Responsibility	Percentage of time
1	Assist Meeting Manager with assigned meeting activities including tracking event contracts and proposals; maintain accurate and organized files; assist with set-up instructions for meeting space and poster sessions to hotel/convention center; prepare/confirm a/v orders; obtain quotes for meeting services equipment and prepare equipment orders; prepare personnel orders and instructions; assist in the management of draft diagrams and floor plans for meeting rooms and offices; review. Create, maintain, proofread, and communicate written meeting specifications throughout the planning process; assist Meeting Manager with preparation of post-event reports and final summaries; contacts facilities and suppliers for requested information; monitors mail, voicemail, and email; and prepares required administrative reports and distributes in a timely manner. Coordinates shipments to/from meetings.	40
2	Solicit and assist in the prepares RFPs and obtaining quotes for selected meeting supplies and services; negotiate selected vendor contracts and pricing (with assistance from Meeting Manager); prepare sign order and sign ordering process; prepare shipping and receiving instruction and process along with additional client instruction packets; assist with space assignments, assist with food and beverage selections, entertainment, audiovisual needs; assist with preparing facility and supplier orders; assist with the review and coding of invoices and prepares disbursement requests; reviews; handles general correspondence; coordinates shipment to/from meeting.	20
3	Work with hotels and/or housing provider and clients housing website and procedures; coordinate special room blocks (suite assignments) and transportation for Society Officials (VIP), assist in the processing of invited speakers and Society and internal staff; make reservations and send confirmations; assist participants with special needs in accordance with ADA requirements.	20
4	Prepare client correspondence and communications, including sending meeting notifications, organizing and confirming meeting arrangements, requesting and organizing meeting agendas, minutes, and attachments. Attend and takes notes or minutes as appropriate for management meetings.	5
5	Maintain meeting files, materials, records, and organizers lists; Assist in the preparation of forms and instructions for external and internal clients. Communicate and collect data from clients, vendors, and internal staff. Assist in the maintenance and updates of databases and meeting websites; handle general correspondence, and coordinate general information for the program.	5
6	Manage, track, record, and review vendor invoices for accuracy. Process invoices create billing statements and manage submission to the accounting department for payment.	5
7	Coordination of Details, with effective organizational and ability to manage multiple projects/tasks and deadlines simultaneously in a fast-paced, deadline-driven environment. Creative self-starter, with the ability to work well under pressure, work independently with limited supervision and have solid problem-solving, judgment, and decision-making skills; Excellent customer service and interpersonal skills.	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
N/A	0		

5. Knowledge & Skills	Indicate the <b>minimum</b> education level (or equivalent experience) required in your position.		List the skills applicable to your position and indicate the <b>minimum</b> 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, Proofreading & English Grammar	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 Office Suite	B
	x	Other	3-5 years of association meeting experience scientific association experience is a plus, but not required	Ability to Meet Deadlines, Initiative	C
				Ability to work with a team	B
				Interpersonal & Customer Service Skills	C
				Ability to work independently	B
				Familiarity with Call for Paper process	A
			Budget Management	A	
			Contract Negotiations	A	

6. Key Decisions & Guidelines	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. Update project plans on assigned deliverables. Scheduling and detailing smaller meetings.	
		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.	Project/production timelines, set budget, client policies for speaker reimbursements. Style guide for specific conferences. Proofs work for typos, grammar, and accuracy prior to delivery to Meetings Manager and/or client
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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 Meetings Manager
	Director	OSMC	Obtains, provides or exchanges information.

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"> <li>• Occasionally requires lifting materials of approximately 20 lbs.</li> <li>• Requires computer work involving extensive use of keyboard, mouse and monitor.</li> <li>• Working long hours onsite at conferences.</li> <li>• Additional hours to complete tasks prior to deadlines (if needed)</li> <li>• Travel onsite to events and site inspections as needed (10% occasional nights and weekends).</li> </ul>
	<p>Work Environment/Conditions:</p> <ul style="list-style-type: none"> <li>• Dayshift hours primarily.</li> <li>• Overtime possible.</li> <li>• Travel and other work related assignments on weekends is possible.</li> </ul>