

THE AMERICAN ASSOCIATION OF IMMUNOLOGISTS

Position Description

Position Title MEETINGS COORDINATOR (MC)	Reports to (Position) SR. MEETINGS MANAGER	Department AAI	Date June 2019
PRIMARY FUNCTION Supports the Sr Meetings Manager (SMM) in the preparation and execution of programmatic activities and logistical support for AAI annual meetings, professional courses, meetings of the AAI Council (Board) and committees, and other meetings and activities as needed. Provides associated customer service for members, vendors, and other inquiries, and administrative support for the AAI office in general.			
MAJOR DUTIES AND RESPONSIBILITIES			Rank
<u>Support for the AAI Annual Meeting</u>			% Time
<p>Works with the Sr. Meetings Manager (SMM), Exhibit Manager, Executive Director (ED), Director of Communications (DC), Science Coordinator and other involved AAI staff on all aspects of program and logistical support for the annual meeting. Responsibilities shall include but not be limited to:</p> <ul style="list-style-type: none"> • Perform regular administrative duties for AAI programs and events, including but not limited to: <ul style="list-style-type: none"> - preparing correspondence, marketing and informational documents, invitation letters, thank you letters, and various communications to speakers, participants, and vendors; - routine administrative duties such as photocopying, scanning, and filing; - preparing meeting materials, mailings, spreadsheets, and checklists; - preparing PowerPoint templates and presentations; - responding to email, telephone, and mail inquiries in a professional, courteous, and customer-centric manner; • Assist in setting up and attending site visits for current and future meetings; • Assist with the preparation of meeting budgets in coordination with the Office of Finance; • Assist with the preparation of the meeting timeline and space diary; monitors timeline and apprises staff as necessary; • Assist with the development of the meeting program as directed; • Assist with preparing print and web meeting materials including the <i>Call for Papers</i>, program (print and web), Exhibitor Prospectus, announcements and ad materials (for AAI Newsletter, fliers, blast emails and <i>The JJ</i>); • Serve as a point of contact for meeting participants regarding registration, housing, abstract submission, etc.; • Assist with preparation of scientific session grid; • Assist with obtaining contacts and mailing lists; • Assist with the abstract submission process including testing and QCing the site before it goes live; • Assist with entering the invited program and the abstracts into the program database; • Assist with special functions (room set-up, audio-visual, food and beverage orders, entertainment, photography, sign orders, special requirements/requests, etc.); • Assist with AAI social events held at the meeting; • Assist with ordering of annual meeting session signs, photography order; • Assist with the creation of promotional signs, brochures, and forms; • Coordinate housing accommodations for VIPs and staff; • Assist with set up of on-site office; • Set up pre-meeting meetings with staff; • Solicit/maintain data related to Annual Meeting including attendees, abstracts, funding, revenue, expenses, travel and reimbursements; • Assist with the program and abstract books development; • Assist the Executive Director (ED) and AAI President with their specific activities required for at the meeting; • Other duties as assigned; 			50%
Council and Committee meeting in the Executive Office			
<u>AAI Council</u>			
Assist with logistical support for the AAI Council meetings. The Council meets twice per year; once in the Fall at the AAI Office, and in the Spring at the annual meeting. The MC is required to be in attendance or available as requested for these meetings.			
<u>AAI Committees</u>			
Assist with logistical support for the AAI Committee meetings. Committees meet throughout the year as required in			25%

<p>the Bylaws or as has been customary. Meetings may be local, at the annual meeting, or both.</p> <p>Courses Assists the SMM, staff in the Office of Education and Career Development and Executive Director with all aspects of the AAI courses including site selection, budget development, course scheduling, contracts, and vendor negotiations and conference for AAI Courses (Advanced and Introductory).</p> <p>General</p> <ul style="list-style-type: none"> • Maintains files regarding annual meetings, courses, and Council meeting arrangements. • Assists ED as requested; • Provide front desk coverage and phone duty as assigned • Proactively provide professional, responsive, and courteous support with a demonstrated ability to resolve challenges while sometimes working under time constraints. • Other duties as assigned. <p>Positions may be reassigned and responsibilities may be modified or changed at any time to fulfill organizational requirements.</p>		25%
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Knowledge, Skills, and Abilities:		
<p>A college degree or equivalent. Work experience, preferably in the field of meeting planning, hospitality or event planning is preferred. Three – five years in an association is a plus.</p> <ul style="list-style-type: none"> • Exceptional organizational skills with the ability to handle multiple assignments in a fast-paced, small office team environment, and the ability to meet multiple deadlines. • Proven ability to meet priorities and deadlines with accuracy and timeliness. • Exemplary organizational skills and attention to detail. • Able to work independently • Team player. • Strong written communication skills for creating clear, accurate and diplomatic correspondence (paper and e-mail). • Ability to effectively proofread written materials. • Proficiency in basic office equipment and Microsoft Office. • Exceptional interpersonal and communication skills. • Professional phone and e-mail manner; excellent customer service skills and attitude. • Flexibility to work additional hours and weekends when necessary or required. • Willingness and ability to travel, with appropriate advanced notice, as job requires. • Willingness to and comfort with learning new software applications. 		
REPORTING RELATIONSHIPS		No. Supervised by
<u>Supervision Received:</u> <input checked="" type="checkbox"/> General Guidance <input type="checkbox"/> Managerial Direction <input type="checkbox"/> Direct Supervision <input type="checkbox"/> Immediate Supervision	<u>Position Titles of Direct Reports</u> None at this time; will assist temp staff as required <u>No. in Position</u> <u>Direct Reports (none)</u>	
PRINCIPAL WORKING RELATIONSHIPS		
Internal:		
<u>Position</u> Sr Meetings Manager Executive Director Dir of Finance/accountants Membership Coordinator	<u>Department</u> AAI AAI AAI AAI	<u>Purpose</u> Supports/reports to Assists Budget and financial management Confirmations of members; committee meetings.
External: <u>Position</u> <u>Organization</u> <u>Purpose</u>		

POSITION SCOPE

Area/Item
- Annual Measure

Area/Item Annual Measure

MINIMUM QUALIFICATIONS

Education Level Subject/Major

Bachelor's Degree (min)

Experience
3-5 years working experience;
annual meeting and/or association
experience a benefit.

<u>Skills</u>	<u>Level</u>
Computer Skills	Highly Proficient
Internet Use	Highly Proficient
Excel	Highly Proficient
MS Word	Highly Proficient
Computer Graphics	Moderately Proficient
Access	Moderately Proficient
Database Management	Moderately Proficient

FEDERATION OF AMERICAN SOCIETIES FOR EXPERIMENTAL BIOLOGY

Position Description Supplement

Name	Position	Department
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GUIDELINES

Indicate any special policies, formal procedures or professional standards which guide your work.