



Position Title: Meetings Coordinator

Date Posted: June 25, 2019

Status: Non-exempt, full-time

Reports to: Director of Meetings & Exhibits

General Description: The AMP Meetings Coordinator coordinates and provides administrative and event support within the Meetings and Exhibits Department.

RESPONSIBILITIES:

- Coordinate logistics of the AMP related meetings/conferences/courses (including, but not limited to the Annual Meeting & Expo, AMP Europe, AMP Global, MGP Review Course, Board meetings, and other AMP related meetings as requested).
- Perform all aspects of Speaker Management for the Annual Meeting & Expo and AMP International Meetings. Responsibilities include:
 - Record and track speaker recommendations provided by the Organizing/Program Committees.
 - Distribution and collection of speaker conflict of interest/disclosure statements.
 - Distribution and collection of speaker letters and materials (hotel, bios, pictures, presentations).
 - Communication with speakers for any questions and information concerning the Annual Meeting & Expo & AMP International Meetings.
 - Coordination of travel logistics such as flight recommendations, booking and hotel reservations (if required).
 - Collection and review of speaker reimbursements and honoraria for processing.
- Provide administrative support to the Organizing/Program Committees, which includes but is not limited to preparing meeting correspondence, sending meeting notifications, organizing and confirming meeting arrangements, and taking and distributing meeting minutes.
- Coordinate pre-event and onsite logistics related to special events occurring at the Annual Meeting & Expo; events include but are not limited to Guest Society Symposia, Analyst Day, MPOC, International Showcase, Networking Lunches, Social Event, Trainee Social Event, face-to-face committee meetings, and Board meetings.
- Coordinate with vendors (Temp Staff, Security, Housing, Registration, DJ etc.) to ensure high quality services & performance prior to and during the Annual Meeting & Expo.
- Coordinate and conduct onsite registration for the Annual Meeting & Expo; including temp staff training and registration set-up.
- Conduct onsite duties (including, but not limited to: moderator/speaker checks, session room and event checks).
- Provide logistical support prior to courses and AMP international conferences.
- Provide content and updates/edits for marketing materials for onsite Annual Meeting & Expo communications.
- Coordinate between AMP staff for development & maintenance of the AMP Annual Meeting & Expo website.
- Support coordination of Program Materials and checks program materials against source materials for accuracy. Program materials include, but are not limited to the Annual Meeting Printed Program book, the website, and other promotional materials (Social media, mobile app, and email notifications).
- Prepare and assemble AMP Annual Meeting & Expo shipment.
- Conduct inventory of meeting supplies and materials (awards, badge holders, ribbons, badges, etc).
- Research and recommend vendors for onsite temp staff and security at the Annual Meeting & Expo.
- Review and submit vendor invoices for accuracy and processing.

- Monitor, communicate and respond to member & miscellaneous telephone and email inquiries.
- Assist Staff Liaison responsible for Awards Committee and tasks.
- Maintain Standard Operating Procedures (SOPs).
- Maintain pace reports for event data (registration and exhibits).
- Maintain digital and paper files.
- Prepare and report responses to surveys.
- Participate in site visits for face-to-face meetings and AMP courses, where applicable.
- Assist other departments with their events, as assigned.
- Position may be reassigned and responsibilities may be modified or changed at any time to fulfill organizational requirements.

SKILLS REQUIRED:

- Excellent general computer skills (Windows platform) required.
- Excellent skills in Microsoft Office Word, Outlook, Excel, PowerPoint required; Access, Mura, CadmiumCD and Salesforce a plus.
- Excellent team player and willing to assist all staff members as assigned.
- Able to quickly learn new skills and information and put into immediate use.
- Able to quickly change priorities and adapt to change.
- Ability to manage multiple/concurrent projects and deadlines in a fast-paced environment.
- Ability to provide excellent attention to detail and is highly organized.
- Excellent interpersonal skills and the ability to maintain a courteous demeanor when under pressure.
- Able to avoid/resolve conflict and view situations from others' perspective.
- High level of productivity; meets deadlines.
- High level of dependability, adherence to work schedule and appropriate use of leave.
- Able to handle confidential information.
- Excellent oral and written communication skills and correct use of English grammar and spelling.

EDUCATION AND EXPERIENCE:

- Bachelor's degree, or equivalent combination of education and experience. Coursework in the life sciences a plus.
- 2-4 years of relevant experience.

WORKING REQUIREMENTS:

This position requires sitting, standing and walking for a full work day. Additional requirements are as follows:

- Extensive use of computer keyboard, mouse and monitor.
- Move throughout various offices.
- Must be able to reach top shelf of cabinets and low/floor level objects; step stool should be used when necessary.
- Routinely lift objects less than 10 lbs.
- Occasionally lift objects up to 40 lbs.
- Work is primarily performed in the AMP office.
- Overnight travel to the annual meeting (up to 9 consecutive days) required; weekend work involved.
- Work may be required (2-3 times/year) at a meeting/course location; weekend work and/or overnight travel (including international).