

Job Title: Program and Meetings Coordinator

Classification: Non-exempt, Full time (37.5 hours/week)

Grade Level: D

Reports to: Director of Scientific Meetings & Section Communities

Date: October 10, 2019

Summary/Objective

The Program & Meetings Coordinator is an organized, detail oriented, proactive individual who will assist with abstract and program management and logistics for our annual meeting and specialty conferences. This position is responsible for using time-management, project planning and customer service skills to create successful events. The Program and Meetings Coordinator serves as primary support and back-up to the Director of Scientific Meetings & Section Communities for all logistical and programmatic activity related to assigned meetings, during all stages of the meetings. In addition, the Coordinator provides administrative support to the Meetings Manager who oversees the Society specialty conferences, and the Sections Administrator who oversees the society special interest communities. Specifically, the Coordinator provides abstract/speaker management support, special event logistics, assists with registration, creates meeting program books, assists with awards and serves as the primary point-of-contact for member inquiries on all meetings related issues while maintaining a shared project timeline.

Essential Functions

Programmatic Duties:

1. Implements the online abstract submission system for APS annual meeting and APS specialty conferences, including all customer service assistance for abstract submitters.
2. Serves as point of contact with abstract/speaker management vendor(s) to execute all deliverables for scientific program and speaker correspondences and statistical data.
3. Serves as point of contact for annual meeting special event and ancillary events organizers and is liaison with them and vendor partners to ensure successful events.
4. Organizes poster sessions for more than 2,500 posters at the annual meeting including creation of correspondence, reports and on-site coordination.



5. Assists session chairs in the selection and scheduling of volunteered and invited presenters and insures accurate data entry into meeting management systems.
6. Creates statistical and informational reports using meeting management software for securing meeting logistics and program content.
7. Ensures data integrity and accuracy of all meeting logistics platforms.
8. Creates and distributes correspondence for volunteered and invited speakers for program development and implementation including but not limited to confirmations, invitation letters and reimbursement instructions and processing.
9. Creates an accurate, error-free meeting program.

Meeting Logistics Duties:

1. Creates and distributes venue request for proposals, analyzes responses and creates overview that assists Director in decision.
2. Develops signage plan and oversees signage copy and production working with staff and vendors while strictly adhering to brand style requirements.
3. Establishes staff, VIP and speaker rooming lists working with Director, event management and housing bureau service provider.
4. Coordinates shipping for meetings including packing meeting materials, informing staff of deadlines and liaising with freight company.
5. Provides on-site meeting support as assigned.
6. Oversees complimentary, VIP and paid meeting registrations including financial accounting reporting, batch entry and oversees and provides registration reports, receipts and statistics.
7. Assists in all efforts to ensure successful fulfillment of vendor contract specifications.
8. Other duties as assigned by Director of Meetings Manager to ensure the successful implementation of meetings and events.

Departmental Duties:

1. Monitors annual meeting and specialty conference websites for accuracy and informs webmaster of updates.
2. Oversees collaborative team sites (Basecamp) providing document management and ensuring individual assignments are completed in adherence to meeting timeline.
3. Schedule internal and external video, teleconference and in-person meetings including reminders and agenda materials and catering if needed.
4. Processes reimbursement materials for approval by Director and Manager.
5. Assists Section Administrator in awards process.
6. Serves as point-of-contact and triages inbound emails.



7. Collects and triages departmental postal mail.
8. Participates in regular team meetings to ensure efficient exchange of information and assignment of tasks are completed.

Competencies/Skills:

1. Event management/logistics
2. Basic accounting/budgeting
3. Creativity
4. Customer service
5. Organizational/detail oriented

Supervisory Responsibility (if applicable): Not Applicable

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

Required Education and Experience:

1. At least 5 years of event management experience

Education and Experience:

1. CMP, preferred
2. Bachelor's degree, preferred

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.