

JOB DESCRIPTION

Position Title: Administrative Coordinator

Division: Meetings

Reports to: Director of Meetings

Last Reviewed: 10/2009

Supervises: Not Applicable

BASIC FUNCTION

Provides administrative support to the Meetings department. Supports the Chief Operating Officer in special projects as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Project Responsibilities

1. Manage registration process for all meetings – including VIP management. Prepare reports as directed by Director of Meetings.
2. Back up for annual meeting housing.
3. Prepare post meeting reports for housing and other ancillary services.
4. Responsible for bill processing and monthly tracking reports.
5. General project support to Distance Education and Publications Managers.
5. May travel and support registration.

Administrative Responsibilities

1. Develop and maintain efficient filing system for contracts and other department documents.
2. Manage city/destination reference files.
3. Develop and monitor Annual Meeting Critical Dates Calendar.
4. Develop and maintain monthly department calendar.
5. directed.annual meeting educational programs. Independently packs and ships materials for all programs.
6. Manages daily incoming calls, faxes, and emails regarding CE issues for stand-alone CE programs.
7. Provides periodic reception back up.
8. Coordinates special projects as assigned by the Director of Meetings and Chief Operating Officer.

Internal Relationships

Position requires regular interaction with the following departments:

- Member Services
- Finance and Administration
- Marketing Department

- Education/Content Development Department
- IT Department

External Relationships

Position requires extensive and ongoing contact with individuals outside the Association such as the following but not limited to:

- Outside vendors
- Association Leadership as requested/needed
- Members with questions regarding CE for stand-alone CE programs

Experience/Education

Baccalaureate degree with a concentration in communications, speech, or business administration preferred.

2-4 years previous project management or administrative experience in an educational, association, or not-for-profit environment recommended. Meetings or registration experience a plus, but not essential.

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent organizational skills
- Detail oriented
- Exceptional communication and interpersonal skills
- Computer proficiency in Word; data base systems including Access and Excel; Power Point; ability to learn to use IMIS efficiently
- Ability to be a team member
- Ability to multi-task
- Ability to proofread and take responsibility for final product

PHYSICAL DEMANDS

Nature of work requires an ability to operate standard business office equipment. Requires ability to communicate and exchange information, collect, compile and prepare work documents, set-up and maintain work files. Occasional day and overnight travel may be required.

WORKING CONDITIONS

Majority of work performed in a general office environment. Position requires availability for extended hours plus non-traditional hours required to perform job duties. Also requires participation and attendance at organization sponsored events and meetings across the country.

The above is intended to describe the general conditions of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities and requirements.