

IAIABC Events and Training Manager Job Posting

The International Association of Industrial Accident Boards and Commissions (IAIABC) is hiring an Events and Training Manager who will lead the planning of IAIABC conferences and short-term and one-time training programs.

What is the role?

The Events and Training Manager will lead the planning and execution of IAIABC conferences and educational events, as well as term and one-time training programs. The IAIABC hosts two conferences per year, coordinates with partner organizations on in-person and virtual conferences, develops hot topic webinars, and hosts training programs in collaboration with committees.

What is the IAIABC and what does it do?

The IAIABC is a trade association for jurisdictional agencies and private sector organizations involved in workers' compensation regulation and service delivery. The IAIABC provides education, develops content, supports committee work, develops industry standards, shares best practices, and connects its member organizations and their staff, all in the name of empowering, educating, and connecting the global workers' compensation community to reduce harm and aid recovery from work injuries and illnesses.

Who will you be working with?

The IAIABC staff is small but mighty and truly embodies the spirit of working hard and playing hard. We enjoy what we do and enjoy doing it together. Building and cultivating a positive and supportive work environment and culture is of critical importance to the IAIABC Executive Director and staff. This position will work both independently and collaboratively with staff and members.

The IAIABC operates as a fully remote staff. Travel for staff engagement activities may be required to help maintain that culture.

Are you the right person to help lead the IAIABC's events? We'd love to find out!

The Events and Training Manager will be asked to:

- Plan, coordinate, and execute in-person and virtual conferences.
- Create and manage event timelines, budgets, vendor contracts, venue logistics, off-site events, food and beverage, audio-visual, and registration for conferences, in collaboration with third-party event planning consultant as needed.
- Manage hotel contracts, audio-visual, and off-site events in collaboration with third-party event planning consultant as needed.
- Develop innovative methods for attendee engagement at both in-person and virtual conferences.
- Implement new service technologies and applications to enhance registration process and attendee experience.

- Apply IAIABC strategic conference goals to conference site selection process in collaboration with third-party event planning consultant, Executive Director, and IAIABC Site Selection Subcommittee.
- Collect and analyze event data to drive informed decisions on event locations, content, logistics, offerings, and engagement opportunities.
- Develop and execute sponsorship strategy, developing relationships with current and prospective sponsors to ensure strong financial support of IAIABC conferences
- Coordinate with IAIABC marketing team in the development of creative marketing campaigns for IAIABC events
- Coordinate with IAIABC education team to ensure seamless event programming from start to finish
- Coordinate with IAIABC partner organizations in managing their educational programming, membership, and financials.
- Develop and execute short-term, one-time educational and training programs with IAIABC stakeholders and/or internal staff.
- Implement strategies to engage community members in IAIABC programs, resources, and volunteer opportunities.
- Serve as staff liaison to two committees.

What kind of experience and expertise are we looking for?

- Bachelor's degree in communications, business, non-profit administration, hospitality, marketing, or related field
- 3-5 years in event planning, preferably with an association or non-profit organization
- Ability to travel for in-person events, site visits, and annual staff retreat, as well as professional development (approximately 10-15%)
- Experience managing and working with diverse communities and volunteers with differing objectives
- Strong understanding of financials as related to events and trainings
- Project management skills with the ability to manage multiple event timelines and deadlines simultaneously
- Strong attention to detail and organizational skills
- Strong verbal and written communication skills
- Strong sense of initiative
- Ability to work independently and as part of a close-knit team
- Budget management and development experience and expertise, including pricing and cost tracking
- Experience with event management systems and Association Management Software (CRM database)
- Certified Meeting Planner (CMP) credential or similar is a plus

Here are the benefits the IAIABC will offer:

- Salary range of \$63,000 – 68,000 per year

- A benefits package including medical, vision, and dental coverage; 15 days of vacation starting; paid sick leave; 11 paid holidays per year; and an annual SEP retirement contribution after 2 years of employment
- Staff enjoy early office closure on Fridays and paid time off between Christmas Day and New Year's Day
- An inclusive culture that supports the team while respecting differences of opinion and ideas

We're inclusive

The IAIABC ensures equal opportunity for all people without regard to race, color, religion, creed, national origin, sex, age, ancestry, marital status, sexual orientation, gender orientation, genetic information, disability, veteran status, or draft status. The IAIABC will make reasonable accommodation wherever necessary for all employees or applicants with disabilities.

Learn More

Learn more about the IAIABC at www.iaabc.org.

Apply

Email your cover letter and resume to IAIABC Executive Director Heather Lore at hire@iaabc.org by July 17, 2026. Priority will be given to early applicants.