

Job Description – Association Meeting & Events Administrator

Position Title: Meeting & Events Administrator

Reports To: Chief Operating Officer / Director of Operations

Status: Full-Time

Location: Remote/Hybrid

Preferred Credential: CMP (Certified Meeting Professional)

Position Overview

The Meeting & Events Administrator is responsible for planning, coordinating, and executing the association's annual meeting, virtual events, regional events, and participation in external industry conferences and trade shows. This role manages all logistics — including venue selection, vendor management, speaker coordination, A/V, housing, transportation, and onsite support — to ensure professional, high-value event experiences aligned with organizational goals.

The Meeting & Events Administrator works cross-functionally with operations, sales, marketing, and education/program leaders to support sponsor activities, program delivery, and member engagement. This position also works closely with the Education, Training & Workforce Development Committee to ensure programming aligns with industry-defined needs and priorities.

Key Responsibilities

1. Annual Conference Management

- Lead planning and execution of the association's Annual Meeting/Conference.
- Oversee full-cycle logistics, including:
 - Site selection, venue contracting, room block management
 - A/V, staging, décor, and floorplan coordination
 - F&B planning
 - Master schedule + run-of-show development
 - Speaker recruitment, communication, and logistics
 - Transportation and housing
- Develop and manage event budgets; track costs and ROI.
- Lead onsite operations: staffing, sponsor activations, registration, and troubleshooting.
- Coordinate post-event reporting including KPIs, financial outcomes, and attendee feedback.

2. Regional Meetings + Sponsor-Supported Events

- Plan and deliver regional workshops, shop tours, networking events, or roadshows.
- Partner with sponsors to coordinate concepts, logistics, benefits fulfillment, and on-site needs.
- Work cross-functionally with operations, sales, and marketing to support successful execution.

3. Webinar Program Coordination

- Manage planning and delivery of education-focused webinars.
- Coordinate schedules, presenters, and content alignment.
- Support session development with staff and the Education, Training & Workforce Development Committee.
- Coordinate technology platforms, promotions, and registration.
- Host/produce webinars, ensure recording, reporting, and follow-up.
- Track attendance metrics, engagement data, and speaker evaluations.

4. Industry Conferences + Trade Show Participation

- Manage logistics for the association's participation in key industry shows.
- Coordinate booth/exhibit needs, shipping, registration, and staff schedules.
- Facilitate speaking/session submissions as appropriate.
- Work with marketing to ensure brand alignment and promotional planning.

5. Education, Training & Workforce Development Alignment

- Partner with the **Education, Training & Workforce Development Committee** to:
 - Gather guidance on industry trends, needs, and priorities.
 - Align events, sessions, and programming with committee direction.
 - Support development and scheduling of educational programming at events.
 - Ensure industry relevance and quality across sessions and speakers.
- Coordinate speaker vetting and selection in collaboration with the committee.

6. Vendor, Venue & Partner Management

- Research, source, and negotiate contracts with venues and vendors.

- Manage timelines, deliverables, and vendor relationships (A/V, décor, transportation, etc.).
- Track spending and ensure adherence to contract terms and budget.

7. Marketing, Communications & Sales Collaboration

- Support content development for event promotion and registration.
- Provide marketing and sales teams with program details, logistics, sponsor deliverables, and messaging.
- Assist with sponsor prospectus development, exhibitor packages, and benefit fulfillment.
- Coordinate communications with attendees, speakers, and sponsors pre- and post-event.

8. Project Administration & Data Management

- Maintain event documents, production schedules, SOPs, and meeting notes.
- Track event KPIs, attendee metrics, expense budgets, and post-event evaluation data.
- Manage invoice reconciliation and vendor billing.
- Document lessons learned and opportunities for process improvement.

9. Onsite Execution

- Serve as lead onsite planner for all major events.
- Coordinate staff and volunteer assignments.
- Oversee event flow, respond to challenges, and ensure a positive attendee experience.

10. Team Meetings & Travel Coordination

- Plan, schedule, and coordinate all internal team meetings, ensuring logistical efficiency and alignment with organizational priorities.
- Arrange travel for all staff members attending meetings, conferences, and events, securing transportation, lodging, and other necessary accommodations.
- Negotiate and manage vendor relationships to obtain optimal pricing and group discounts on travel and lodging arrangements.

- Maintain accurate travel records and ensure adherence to company travel policies and budget guidelines.

Required Skills & Experience

- 3–5+ years event/meeting planning experience.
- CMP strongly preferred.
- Demonstrated experience planning events of 100–500+ participants.
- Strong understanding of logistics, space planning, contracting, and budget management.
- Strong written and verbal communication abilities.
- Proven track record coordinating vendors and sponsors.
- Ability to manage multiple projects with tight deadlines.
- Proficiency with event management or project management tools.

Preferred Qualifications

- Experience in an association or nonprofit environment.
- Trade show or exhibit management experience.
- Familiarity with AMS/CRM tools.
- Experience in sponsor activation and partnership support.

Personal Attributes

- Highly organized and detail-driven
- Professional, calm, solution-oriented
- Strong customer service mindset
- Collaborative working style
- Thrives in dynamic environments
- Comfortable traveling (20–40%)

Success Measures

- Successful execution of annual and regional events

- Relevant, industry-aligned programming
- Sponsor satisfaction + full benefit delivery
- Positive attendee reviews and experience scores
- Budget performance and ROI
- Strong internal and external collaboration

Benefits

- Remote flexibility
- Professional development support
- Opportunity to help shape meaningful industry experiences
- Medical, Dental, Vision
- 401(k) with up to 6% match