



## **JOB DESCRIPTION**

**Position Title:** Meeting Planner - MATCH

**Department:** Meeting Services

**FLSA Status:** Full Time, Exempt

**Reports to:** Director of Meeting Services

**Last Updated:** April 2024

**Supervises:** N/A

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### **BASIC FUNCTION**

The Meetings Planner is responsible for assisting with the organization, logistics, and execution of in-person and virtual meetings related to the MATCH Program. The Meetings Planner provides meeting services coordination as needed for the MATCH Program to include but not limited to regional meetings, training sessions, peer learning meetings, retreats, program audits/site visits, webinars and other support as developed and assigned.

The Meeting Planner works closely with the Director of Meeting Services and MATCH leadership to address meeting needs of internal teams and project leads, including finding venues and vendors based on the objectives of each meeting or event. Planner will carry out other duties as assigned, consistent with the general responsibilities of the MATCH Program, and as projects arise, and in support of operations.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Responsible for planning and onsite execution of all aspects of MATCH meetings including meeting room set up, food and beverage planning, audio visual and livestream needs, seeking direction from the Director of Meetings as appropriate.
- Collaborate with Director of Meeting Services in Request for Proposal (RFP) process for meeting and event service providers and preparing analytical recaps. This includes but is not limited to meeting vendors, audio visual, livestream services, exhibitors, transportation, temporary staff, and venues/facilities.

- Build registration sites for meetings through Cvent. Assist with online registrations, housing, and providing support for attendees and staff. Provide weekly and final registration reports.
- Responsible for ensuring all pre-meeting materials and arrangements such as name badges, tent signs, meeting signage, speaker information, and rooming lists are prepared accurately, assisting with completion as needed.
- Work with Content Leadership Groups and MATCH leadership to provide support for program audits and site visits as needed. This includes but is not limited to travel arrangements and agenda planning.
- Manage travel accommodations, food and beverage needs, agendas, and coordinating meeting facility logistics for MATCH team and partner organizations.
- Assist with planning and execution of on-line trainings, meetings, and webinars via Zoom.
- Participate in meetings with various staff to discuss and analyze meeting needs and requirements.
- Assume responsibility for budgeting and reconciliation of meetings per program guidelines.
- Travel to and provide on-site staff support for the various MATCH meetings, and other educational events as needed.
- Develop and maintain organized, cohesive records of activities for each meeting, including summary reports.
- Perform other related duties as necessary to contribute to the effectiveness and overall success of the events and project strategies.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Demonstrate proven experience in event planning, onsite execution, virtual meetings, logistics and meeting management.
- Strong project management skills and experience with software use (Basecamp and Asana).
- Strong attention to detail including the ability to coordinate workflow, determine priorities, meet aggressive deadlines, and effectively balance competing demands.
- Demonstrate ability to collaborate and communicate effectively across all levels of the organization as well as with external stakeholders.
- Budget management experience, including cost control and financial reporting.
- Analytical and problem-solving skills, with ability to learn and adapt with minimal direction and instruction.
- Experience with spreadsheets, creating/running reports with the ability to troubleshoot technical issues.
- Exercise sound judgment by making appropriate decisions, knowing when to take the initiative to anticipate problems and innovate creative solutions, and prioritizing and completing tasks in a skillful and timely fashion.
- Keep abreast of industry trends.
- Excellent written, oral, and interpersonal communication skills with the proven ability to prepare quality documentation.
- Proficiency in Microsoft Office required. Knowledge of Adobe Acrobat, Basecamp, Cadmium, Cvent Registration, Passkey, Zoom and livestream platforms strongly desired.

- Contribute to the workplace culture that is consistent with the Association's culture statement and emphasizes the mission, vision, and values of the organization.

### **EXPERIENCE/EDUCATION**

- Minimum of 3+ years of experience in a professional environment required.
- College degree preferred in related field of training.
- Prior relative experience in meeting and/or event department preferred.
- Seeks opportunities for professional development and stay updated on relevant certifications and industry knowledge.

### **WORKING CONDITIONS**

The position operates within an office environment where a hybrid work schedule is observed. This is not a fully remote position. Must be able to reliable commute to the office 2-3 days per week. The nature of this role may require extended hours and/or working non-traditional hours to fulfill job responsibilities. Also requires availability and flexibility to work and attend organization sponsored events and meetings across the country for multiple days at a time.

### **PHYSICAL DEMANDS**

The 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, and work files. Occasional lifting, up to 25 lbs. Must be available for day and overnight travel by air and/or automobile.