Part-Time Meeting Planning Coordinator Consultant

Background

The American Immunization Registry Association (AIRA) is a 501(c)(3) nonprofit membership organization that promotes the development and implementation of immunization information systems (IIS) as an important tool in preventing and controlling vaccine preventable diseases. The organization provides a forum through which IIS programs and interested organizations, individuals and communities combine efforts, share knowledge, and promote activities to advance IIS and immunization programs. A strong, unified voice for standards, policy and funding, AIRA is a resource for data exchange standards development, information sharing, education and training.

AIRA is seeking a Meeting Planning Coordinator Consultant to manage between 10-20 small live and virtual meetings each year for approximately 10–60 attendees. This is a part-time, contract position with projects and deadlines that will ebb and flow throughout the year. AIRA is looking for a team player who has excellent communication and logistics skills, is able to work independently, and will demonstrate drive and initiative. The successful candidate will possess a positive, friendly demeaner; a can-do attitude; and have demonstrated problem-solving skills, a strong work ethic, proven communication skills, and great attention to detail.

Job Responsibilities

In this role, the Consultant, under the direction of the AIRA Business & Operations Director, will be responsible for the coordination, support, and logistical details of AIRA's smaller virtual and live meetings across the country.

This includes:

- Managing the operational delivery of events from start to finish including registration set-up and management, coordination with internal stakeholders on delivery specifications, and day-of execution.

- Training program partners on virtual event technology, conferences processes and resources (registration and delivery technologies, registration protocols and online resources).

- Acting as lead technical engineer for virtual events; performing pre-event configuration, testing and quality checks in platform (Zoom); liaising with presenters on the day of the event for audio/visual testing; troubleshooting webcam,

microphone or telephone issues in a timely and client-focused manner; and performing any other reasonable tasks necessary to ensure successful delivery of virtual events.

- Identifying and creating new ways to engage with our audiences virtually using platform tools, icebreakers and by using feedback on previous conferences/events to continue to enhance the customer experience.

- Venue and site selection: identifying live meeting locations appropriate for the size and needs and of the planned meeting. Having a thorough understanding of in-person meeting best practices in conjunction with COVID-19 health and safety measures.

- Contract management: coordinating the selection process and approval of venue contracts, determining catering and technology needs.

- Coordinating travel: arranging travel and accommodations for attendees with organizers, outside consultants, AIRA members, and vendors.

- Meeting logistics: working with the venue and the AIRA Project Manager to coordinate specific meeting room layout, F&B needs, breaks/food timing, etc.

- Meeting preparation: preparing an event overview that will equip the AIRA Project Manager and onsite staff with details throughout the event.

- Special event planning: researching and planning offsite dinners, teambuilding activities, and other special requests in support of the event program.

- Administration/communication: providing pre- and post-event communication to a variety of audiences (i.e., hotel, meeting space, AIRA staff, meeting attendees, etc.) via email and telephone.

- Financial reporting: reviewing invoices and other financial documents relevant to the event, as well as ensuring all aspects of contract are met during and post-event.

- Evaluation: reviewing meeting evaluation data to identify successes of the event and opportunities for improvement relating to the meeting location and logistics.

Experience & Qualifications
Ability to:

- Execute excellent oral and written communication including correct English usage, grammar, spelling, punctuation, and vocabulary

- Demonstrate interpersonal skills such as diplomacy, patience and politeness
- Ability to work well in ambiguous situations with limited information or direction across multiple regions
- Deliver meetings and events according to the timeline, budget, and expectations
- Emulate the style, philosophy, and persona of the organization with a positive and professional approach
- Understand and resolve complex issues, complaints, or problems
- Change direction and re-prioritize in response to changing situations
- Establish and maintain cooperative and effective working relationships with others
- Prioritize conflicting needs; handle tasks and requests expeditiously and proactively; and follow-through on projects to successful completion, often with deadline pressures
- Work in a modern office environment (telecommute)
- Work independently with little or no supervision
- Follow schedules and meet deadlines
- Pass a background and reference check
- Manage multiple projects simultaneously

Possess:

- At least three years of relevant onsite corporate event/meeting planning experience
- At least two years of virtual corporate meeting planning experience
- Extraordinary attention to detail
- Organizational and time management skills
- Excellent negotiation skills and the ability to work within budgetary constraints
- Expert computer and analytical skills: proficiency Microsoft Office Suite (particularly Outlook, Word and Excel) and virtual event delivery platforms (Zoom) preferred

Other Relevant Information

- This is a part-time, consultant position
- Benefits are not included

- Headquarters are in Washington, DC, but this position will work remotely (telecommute)

Application Process

Applicants must complete and submit an application packet consisting of:

1. AIRA Job Application

2. Cover letter

3. Resume

4. Writing sample – 2-3 paragraphs maximum, email correspondence is acceptable

All forms must be compiled into one document and submitted in PDF FORMAT ONLY. Title application: *Meeting Planning Coordinator – [applicant's last name] April 2021.* Electronic applications will only be accepted for this position. Send complete application package to admin@immregistries.org. Applications that do not include the requested information in the correct format may not be considered.

Submission Deadline

The deadline for the submission of applications is Friday, May 7, 2021. Consideration of applicants will begin upon receipt of application. Applicants may be expected to demonstrate problem solving skills during the initial interview round.