

**Position: Full Time Coordinator**

**Location: Philadelphia/South Jersey**

Association & Conference Group is hiring a full-time Coordinator to join our growing team. This role is about details, deadlines and organization. The Coordinator will work on a team lead by an Account Executive managing small meetings for 4-8 clients. These meetings include monthly educational events attracting 50-200 attendees; monthly board and executive committee meetings; networking events, galas, golf outings, holiday parties, etc. The successful candidate must be able to work in a team environment, be proactive, resourceful, and able to juggle multiple tasks and priorities. We are looking for an energetic individual who has a passion for events and can thrive in an entrepreneurial environment.

**Position Responsibilities:**

* Pre-Planning: review venue contracts as needed; communicate with ACG team and client volunteers to create event in online registration system; develop promotional plans; and ensure all communicates are accurate and adhere to deadlines.
* Logistics: Communicate with venue regarding food & beverage, A/V needs, room set-up, etc.; assist with all registration related questions, produce and prepare name badges.
* On-Site: work registration table, manage walk-ins, provide on-site customer service as needed; take photos; provide bullet points for event recap.
* Reporting: provide weekly registration reports; ensure event costs remain within budget; develop post event report

**Position Responsibilities Administrative:**

* Prepare board meeting packets
* Respond to all member, board, volunteer and sponsor emails within 24 hours
* Send meeting invitations via Outlook
* Prepare meeting agendas, take and distribute meeting minutes

**Position Qualifications:**

* 1-3 years experience in the events or association industry
* Proven ability to work on a team in a shared services environment
* Ability to prioritize and juggle multiple projects and tasks
* Exemplary written and verbal communication skills
* Strong attention to detail and organizational proficiency
* Ability to learn and adapt to new technology solutions
* Strong knowledge of MS Office, Google Drive, Dropbox
* Ability to work independently from remote locations

Interested candidates should submit resume, link to your LinkedIn profile and a cover letter that specifies salary requirements to [jobs@associationconferencegroup.com](mailto:jobs@associationconferencegroup.com). ***Only candidates submitting all of this information will be considered.***

***PLEASE NOTE:*** Association & Conference Group (ACG) is a virtual company which means no more commuting! ACG employees provide the environment (home office) while ACG provides the technology needed to be successful. Candidates must be located in the Philadelphia/South Jersey region.