



## **JOB DESCRIPTION**

**Position:** Meetings & Certification Specialist

**Classification:** Non-Exempt

**Reports to:** Executive Director

**Salary:** 40-45K DOE

### **Job Summary**

Join an exciting, engaging company that provides a high level of professional and personalized service to our clients which allows them to achieve their goals. You will experience a fun, team-focused work environment while utilizing and growing your skills and talents.

Our team provides a highly responsive environment, which includes high expectations for meeting both strategic and operational tasks of our clients.

The Meetings & Certification Specialist provides meeting planning and support of medical certification exams, as well as administrative support to their assigned clients and team. Responsibilities include extensive contact with members, website administration, working with committees, meeting planning and logistics, managing and owning certification process and other client support.

### **Responsibilities**

#### **Meeting Planning & Support:**

- Assist in program planning, speaker communications and timelines for client meetings;
- Manage registrations for meetings and events;
- Procure signage for all meetings and events;
- Ensure shipping of all necessary materials and supplies to and from meetings;
- Produce badges, marketing materials, conference brochures and other communications as requested;
- Prepare and circulate marketing collateral for meetings and events; manage attendance;

- Manage onsite registrations and logistics;
- Manage tradeshow process;
- Review operating practices and recommend improvements where needed;
- Apply for and send CME certificates;
- Pre/post meeting duties as needed; and
- Other duties or projects as assigned.

**Certification:**

- Manage, organize and coordinate all stages of examination process for both domestic and international exams;
- Provide support and respond to inquiries related to examinations;
- Manage publication of the examination schedules;
- Liaise with exam administration company;
- Update examination-related policies internally and on website;
- Manage all aspects of the examination registration process;
- Manage examination results. This includes ensuring the website and database are up-to-date with candidate information;
- Manage re-certification process;
- Handle questions and administering post-results services;
- Issue examination certificates.

**Administrative:**

- Manage mail and email correspondence and phone lines for two clients and respond in a timely and professional manner;
- Assist with the development of committee meetings and conference calls, including agenda and supporting materials; record and transcribe minutes;
- Maintain membership data on websites and databases, including dues, status and profile updates;
- Maintain comprehensive and up-to-date website;
- Support organizational programs as requested;
- Prepare invoices, memos, letters, and other documents using word processing, spreadsheet, database or presentation software;
- Support client social media accounts;
- Conduct research, assemble and analyze statistical data and prepare reports;
- Maintain a filing system for easy retrieval of client documents, records and reports;
- Support the recruitment and retention of members; and
- Oversee the membership directory.

**Desired Qualifications**

Association experience preferred.

The successful candidate will have:

- An Associate's Degree or higher
- 3-5 years of executive support, with strong administrative, project management and decision-making skills
- Experience in a professional office environment preferred
- Personal Computer literacy skills (Microsoft Office: Word/Excel/PowerPoint/Outlook)
- Knowledge of database management
- Ability to communicate accurately through written and verbal methods
- Ability to effectively handle numerous tasks, matters, issues and assignments
- Ability to prioritize multiple needs and/or willingness to ask for guidance in priority setting
- Excellent time management and organizational skills
- Ability to produce professional documents with minimal amount of errors; including spelling, punctuation and grammatical errors
- Self-motivation and self-direction, and work well in small-team dynamics
- Discipline to successfully work without close supervision
- Ability to provide strong and prompt customer service
- Ability to adapt to changing priorities and perform well under stressful situations
- Ability to anticipate, create, write and implement operational policies and practices
- Ability to be resourceful
- Ability to travel nationally
- Ability to stand and walk for long periods of time
- Ability to lift 30 pounds

### **About Us**

Global Management Partners (GMP) is a full-service association management company (AMC) located in St. Louis Park, MN, providing professional management services to various member organizations. GMP's preferred model is to work with small to medium-sized associations. This niche allows us to provide the high level of personalized attention and outstanding customer service that we value.

GMP is a progressive organization that focuses on values and supports continuous learning at all levels. We believe that innovation, creativity and exposure to the best practices are essential in order to bring new ideas to our clients.

**GMP's Mission:** To empower our clients to thrive, grow and advance their missions through long-term partnerships to reach their fullest potential.

**GMP's Vision:** To make a positive impact globally by sharing our expertise, skills and resources with our partners.

**GMP's Core Values:** Accountability, Commitment, Support, Inclusiveness, Authenticity, and Excellence.

**GMP's Position Statement on Diversity:** Diversity is an integral facet of the global landscape and is a critical component to the success of all professions including association management companies (AMCs). Diversity in its many dimensions including ethnicity, nationality, race, culture, religion, gender, sexual orientation, socioeconomic background, mental and physical abilities, learning styles, values, and viewpoints enriches the work we do internally and with our clients.

Visit our website at [www.gmpartners.org](http://www.gmpartners.org) for further information. We offer competitive salary and benefits to commensurate with experience in a casual but professional work environment.

Email resume and cover letter **with salary requirements** to Andrea VanDeWiele at [hr@gmpartners.org](mailto:hr@gmpartners.org). No phone calls please.