



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. Our team provides a highly responsive environment, with high expectations for meeting both strategic and operational tasks of our clients including association communications, membership and committee support, website and social media management, marketing and project support, support of meetings, and other general administration. At GMP you will experience a fun, team-focused work environment while utilizing and growing your skills and talents. We also offer a flexible work environment where you can work at home or in the office.

The Meetings and Communications Manager plays a critical role in planning and executing meetings and events for a legal Association and Foundation. They will be responsible for managing communications, partnerships, and public relations to support the mission and objectives.

Key Responsibilities

I. Meeting and Event Management

- Coordinate all aspects of two Association meetings each year including management of timelines, all logistics, registration, catering, AV setup, social events, dinners, and post-event evaluations.
- Negotiate contracts with venues, vendors, and suppliers to ensure cost-effectiveness and quality.
- Develop and manage budgets for meetings, events, and communications activities, ensuring cost-effectiveness and adherence to financial guidelines.
- Coordinate program planning and speaker communications with input from leadership.
- Coordinate RFP process, collecting and creating comparison reports of future venue options.
- Plan necessary site inspections including setting up necessary appointments with appropriate partners.
- Coordinate logistics of international collaboratives and program events.
- Liaise with other collaborators or committees to ensure seamless execution of events and communication efforts.
- Collaborate with the AED and external partners for programming and international outreach efforts.
- Prepare regular reports to evaluate the effectiveness of meetings and communications efforts.
- Monitor and analyse metrics related to event attendance, website traffic, and communication engagement.

II. Communications Management

- Develop and execute comprehensive marketing and communication plans to promote the Association and Foundation events, services, and resources to members and the legal community.
- Work with internal team and external resources to create content, including website updates, newsletters, social media posts, and promotional materials.
- Manage the Association and Foundation website, social media presence across platforms and sharing of relevant content.
- Analyze marketing data and metrics to measure the effectiveness of campaigns and make data-driven adjustments as needed.



- Oversee the production of promotional materials, including meeting brochures/communications, newsletters, emails, and social media posts.
- Cultivate relationships with media outlets and industry publications to highlight the Association's programs, initiatives, and achievements.
- Prepare and distribute press releases and position statements as needed.

Minimum Knowledge, Skills, and Abilities

- Associate's degree in business, marketing, public relations, or related field.
- Minimum of five years of relevant experience in meeting and event management, event budgeting, or communications.
- Proficient computer literacy skills (Microsoft Office: Word/Excel/PowerPoint/Outlook).
- Excellent communication skills to include writing, speaking and the ability to adapt communication style to fit the situation and audience.
- Excellent organizational and time management skills; ability to plan and coordinate work independently balancing multiple work demands in a fast-paced environment.
- Excellent interpersonal skills with the ability to develop strong relationships that instill trust and confidence.
- Strong attention to detail
- Ability to lead multiple projects, set priorities, schedule staff assignments, and manage multiple deadlines.
- Ability to collaborate and empower internal and external teams.
- Ability to think strategically and perform tactically.
- Ability to adapt to changing priorities.
- Ability to anticipate, develop, write, and implement operational policies and practices.

Preferred Knowledge, Skills, and Abilities

- Association/Society experience preferred.
- CMP preferred.

Physical Requirements: Primarily sitting work, exerting up to 20 lbs. of force occasionally. Primary working while sitting, with occasional walking, stooping, crouching, and kneeling; frequent fingering, grasping, typing, talking-speaking clearly, hearing-conversation, and seeing-nearby.

- Ability to occasionally assist in client meetings and events.
 - Must be able to travel nationally and internationally (2-5 times per year)
 - Must be able to stand and walk for long periods of time (minimum of 8 hours) for 2-5 days.

Work/Environment: Moderate noise level consistent with an office environment.

Personal/Physiological: Interaction with people, working around people, planning of activities, making judgements in emergency situations, delegating work, and holding oneself and others accountable for meeting



deadlines and finishing work, frequent changes in duties and volume of work, intra- organizational and client communication.

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.

To Apply: Send resume to jobs@theemployergroup.com with the position title in the subject line.