



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 Education Manager plays a critical role in planning and executing meetings and education for their assigned client and team. They will be responsible for managing all annual meeting logistics, executing up to four webinars monthly, developing promotional materials for webinars and meetings, and collaborating with committees in alignment with the Association's mission and objectives.

Key Responsibilities

I. Meetings Responsibilities

- Develop and execute comprehensive annual meetings and events plans including monitoring timelines and schedules to keep projects on time and on budget.
- Manage all aspects of assigned Association meetings and events each year including coordination of timelines, logistics, registration, award recognitions, catering, AV setup, social and offsite events, dinners, and post-event evaluations.
- Negotiate contracts and work with venues, vendors, and suppliers to ensure quality and cost-effectiveness of projects
- Manage budgets and reconcile expenses to ensure adherence to financial guidelines for meetings, events, and communications activities
- Coordinate program planning, poster/paper management, and speaker communications with input from leadership.
- Oversee all meeting or event-related promotional and on-site materials and maintain a comprehensive meeting website and mobile app.
- Coordinate RFP processes including collection and creation of comparison reports of future venue options.
- Conduct site inspections and appointments with appropriate partners
- Maintain effective relationships with suppliers, exhibitors, vendors, sponsors, and supporters, including solicitation and fulfillment of benefits
- Oversee Annual Meeting evaluation process.
- Evaluate the effectiveness of meetings and communication efforts by analyzing metrics related to event attendance, website traffic, and communication engagement.
- Present dashboards and other education reports to committees, leadership, and executive staff as needed.

II. Education Responsibilities

- Develop and execute comprehensive annual education and program plans including monitoring timelines and schedules to keep projects on time and on budget.
- Work with committees and leadership to develop new educational products, create training curriculums, and annual education plans.
- Plan and implement online educational programs.
- Plan the coordination of live webinars and courses through direct communication with hosting organizations, contract execution, invoicing and payment processing, distribution of course materials, and marketing facilitation.



- Provide technical assistance to individual users by assisting with account access and accreditation inquiries via email and phone.
- Oversee marketing of educational offerings to association members and other target audiences.
- Manage webinar and course information on integrated websites by updating education calendar, creating registration pages, updating course information and content, and uploading/updating exam questions.
- Research and request quotes for alternative products that best align with programming needs and select education providers/vendors for program development and management.

III. **Administrative and General Support Responsibilities**

- Oversee and support assigned committees; serve as staff lead for committees as assigned (meeting scheduling, reminders, agendas, minutes and executing action items).
- Review operating policies and procedures and identify process improvements.
- Manage phone lines and all other correspondence in a timely and professional manner.
- Maintain an orderly filing system to ensure easy retrieval of documents, records, and reports.
- Attend and participate in required GMP meetings, trainings, and events.
- Foster a positive and inclusive work environment that encourages teamwork, creativity, and continuous learning.
- Perform other duties or projects as assigned.

Minimum Knowledge, Skills, and Abilities

- Associate degree in event management, hospitality management, business, marketing, or related field.
- Minimum of 5 years of relevant experience in meeting and event management, event budgeting, 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 coordinately 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.
- High level of attention to detail to ensure all aspects of meetings and educational programs run smoothly.
- Understanding of contract negotiation with vendors, speakers, and venues.
- Strong project management skills to plan, coordinate, and execute meetings and educational programs.
- 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 circumstances and handle unexpected challenges effectively.
- Ability to work outside standard hours occasionally, including evenings and weekends.

Preferred Knowledge, Skills, and Abilities

- Experience working with associations or societies preferred.
- Bachelor's degree in event management, hospitality management, Marketing, Business, Communications or related field
- Certified Meeting Planner (CMP) 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 (1-3 times per year)
 - Must be able to stand and walk for long periods of time (minimum of 8 hours) for 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.