

# Events & Project Coordinator Position Description

Open @ 10-25-2021

## General

Association and Society Management International (ASMI) is an association management firm known for its commitment to its people and its clients. ASMI has a 40-year track record of outstanding customer service delivering non-profit expertise and services to socially responsible organizations. ASMI supports, guides and promotes the professions and industries that impact people around the world every day including trauma, emergency medical services (EMS), homeland security / emergency management, ballistics and manufacturing trade associations.

The ASMI headquarters offices are in Falls Church, VA and personnel are currently working-from-home, with the safety of our workforce being of primary importance as the COVID-19 pandemic continues. See [ASMI Headquarters & Remote Work Pandemic Health & Safety Policies](#).

This position is for an association or events professional with experience organizing meetings and managing projects. Responsible for coordinating teams to produce project deliverables, program planning, exhibit and sponsorship sales and management, onsite staffing and follow-up. The role includes work on annual conferences of several ASMI clients such as the American Trauma Society (ATS), the National Homeland Security Association (NHSA) and/or the International Ballistics Society (IBS). The job also includes project management for the International Association of Emergency Managers (IAEM) and the National Association of State EMS Officials (NASEMSO); and potentially provides operational and member support for a new ASMI client, to be determined. Examples of projects are supporting development of EMS pain management guidelines; and identification and implementation of a new badging tool for conferences.

## Salary

Commensurate with experience. Full-time, permanent position.

## Reporting

The position reports to ASMI Management Team Member Chelsea Steadman.

## Specific Tasks

Estimated  
annual hours:

400

### Conference & Meeting Management

- Work with account executive to negotiate, execute and manage facility, catering, show decorating, audio-visual, photography, speakers and other contracts needed to support ATS and other client events.
- Work with communications department to produce and implement events promotional plans.
- Issue requests for proposals (RFPs) based on event specifications, collect bids, do site visits as needed, summarize options using ASMI template and assist account executive to present to client leadership to finalize site selections.
- Assist with budget projections based on fixed and variable cost scenarios.
- Monitor hotel room blocks, work with account executives to minimize attrition risk and maximize attendance, capture usage histories.

## Specific Tasks

Estimated  
annual hours:

- Track negotiated amenities and concessions, and work with account executive to assign them.
- Prepare banquet event orders, work with account executive to make food & beverage estimates and guarantees within client budget.
- Work with show decorating service and facilities to arrange necessary room and function set-ups, staging, signage and other details.

## Program Management – Virtual/Webinars & In-Person Gatherings

300

Serve as staff liaison to committees for NASEMSO, IAEM, NHSA and IBS and other clients as needed, providing administrative support. This may include:

- speaker coordination, travel arrangements and claim reimbursements, finalization of presentation plans, A-V arrangements;
- program assembly and updates, including document formatting and layout or securing graphics design services for same;
- coordination of “satellite” or add-on events piggy-backing on ASMI client gatherings;
- committee coordination with agenda prep, meeting notices, note-taking, assignment tracking and other duties required to successfully produce the conference program.

## Specific Tasks

Estimated  
annual hours:  
300

### Project Coordination

Current projects will be determined and will include several for NASEMSO. Tasks may include:

- Workgroup management
  - Prepare and distribute invitations to participate in selected client projects. Track acknowledgements of invitations.
  - Manage workgroup contact information database and/or mailing list. Keep database up-to-date for mailings, calendar invitations, meeting invitations, and more.
- Meeting support
  - Liaise with Meetings Manager and hotel about dates, number of attendees, room set, and F&B as applicable.
  - Prepare travel instructions for in-person meeting participants.
  - Prepare, distribute, collect, and approve expense reimbursement requests as per GSA guidelines.
- Contract fulfillment and documentation
  - Track and send reminders about project deadlines.
  - Submit deliverables to designated points of contact at the funding agency.
  - Compile, prepare and submit reports to funding agencies per contract requirements. Document report submission.
  - Document formal communications between the Association and the funding agency.
  - Archive a “project end kit” on the shared drive with deliverables, contracts and modifications, reports, etc.
- Other administrative tasks as assigned by the Project Manager, Principal Investigator, and other project leadership.

### Registration Systems

200

Tasks include:

- Registration portal set-up and management (in Cvent for NHSA), reporting, registration assistance for attendees and exhibitors, and on-site registration.
- Procure and implement new badging system for IAEM.

### Member Services Systems

400

Tasks include:

- Manage email accounts for IAEM volunteer leaders.
- Oversee IAEM committees staff liaison assignments, quarterly reports.
- Manage IAEM partner arrangements.
- Issue RFP, select new DB management system and implement for NASEMSO.

### Exhibits & Sponsorship Management

400

Produce successful exhibit and sponsor programs for ASMI clients such as NHSA and NASEMSO using targeted space sales and revenue targets established with clients.

This assignment includes ongoing coaching and support from team members. Tasks include:

- Produce exhibitor prospectus and sponsor opportunities collateral to promote and secure commitments.

## Specific Tasks

Estimated  
annual hours:

- Ensure online portals are up-to-date, to include the exhibit floor-plan and space sales status, sponsorship brochure and listing.
- Work with communications department to produce and implement events promotional plans.
- Track metrics and produce progress reports on sales and financial reports.
- Manage all exhibit and sponsor agreements, including terms, invoicing, and payments received.
- Use industry and internet knowledge to seek out and engage new exhibit and sponsor leads.
- Ensure fulfillment of relevant entitlements, including but not limited to podium time, signage, handout distribution, personnel registration allowances and hosted functions.

General Assistance – other duties as assigned may include member support, marketing projects, IT management, website, corporate culture special projects and others according to employee’s skillset. 50

Total 2,050

*Annual hours indications for each task are estimates, and assignments may be adjusted. Full-time ASMI employees are expected to work 40-45 hours per week. (50 weeks x 42.5 hours = 2,125).*

## Professional Accountability

- Enter work time in 15-minute increments using ASMI web-based time-tracking system (currently Replicon) utilizing task and activity labels and comments fields.
- Submit timesheets by close of business on Friday of each week unless work is planned for Saturday and no later than noon on Monday when weekend work obligations occur.
- Submit travel and expense reimbursement forms to include applicable allocation codes no later than 30 days post travel conclusion or expense incurrence.
- Consult supervisor as soon as competing priorities threaten completion of one or more tasks by the established internal or external deadline.
- If the position is eligible for telecommuting: notify supervisor about short term absences during normal business/scheduled hours that are due to travel or not associated with vacation, sick, or other leave requests.
- Maintain client work documents on the shared drive per ASMI’s document retention policy; regularly transfer files that might have been drafted offline / on individual desktop.
- Conform to all ASMI Policies & Procedures as defined in the Employment Manual.

## Job Requirements

- A Bachelor’s degree is required along with relevant work in the hospitality industry or a non-profit organization, or similar experience.
- Certified Meeting Planner (CMP) designation or equivalent is a plus.

- Candidate must be extremely well-organized and task-oriented and be accurate with an attention to detail. Must be comfortable with multi-tasking and be able to adjust to shifting priorities. Must be able to work with limited supervision and successfully within a team.
- Good communications skills including writing skills are necessary.
- Candidate also must be able to use Microsoft Office Suite software including Outlook, Word, PowerPoint and Excel.
- Experience with audio-visual equipment and applications is preferred.
- Experience with Association Management Systems (AMS) or other complex databases is a plus. Be able to rapidly learn and use new software.
- Experience with proposal development is a plus.
- Familiarity with mobile conference app construction and use is a plus.

## Contact

Submit cover message and resume to ASMI President Beth Armstrong, [barmstrong@asmii.net](mailto:barmstrong@asmii.net).

EBA Desktop: \Events-Project Coordinator.docx @10-25-2021