



## Conference & Association Manager Job Posting

This is a full-time position open for a new team member in managing and supporting the association and conference planning needs of a growing portfolio of International and National clients. We are looking for an independent self-starter to join us in supporting our commitment to provide service excellence to our globally distributed clients.

Reporting to the Senior Conference & Association Manager/Manager of Staff Development, the **Conference & Association Manager** will provide a full suite of **Conference Management** services including the full-cycle planning and delivery of virtual and live conferences on a global scale. These services include all aspects of the pre-planning, on-site and post event wrap-up phases.

***\*(This position is a full time remote or office-based work opportunity, depending on the incumbent's location)***

You will also be responsible for a full spectrum of **Association Management** services including Executive Team liaison, Board & Committee meeting coordination, Board & Officer elections, membership campaigns, and ongoing communications and member engagement event planning.

Suitable candidates will have a strong customer service background in planning and delivering conferences, and in managing the Societies responsible for these conferences. Fluency in additional languages, experience working with non-profit scientific societies, and the planning of international scientific meetings are highly desirable additional assets.

Your time will be spent managing the planning and delivery of national and international scientific conferences and the management of the Societies responsible for these conferences. Suitable candidates must have excellent interpersonal, planning, communication, website, social media, time and priority management skills. A broad knowledge of conference planning and production processes and a strong understanding of conference management techniques are essential assets. Preference will be given to candidates with post-secondary



education in conference/event management, project management or industry designations.

This is an exciting fast-paced position offering a great deal of variety and exposure to a diverse group of clients and events on a worldwide basis. You must enjoy working to tight deadlines and on multiple projects with finite completion dates and be willing and able to travel internationally. Your previous professional industry experience combined with excellent interpersonal and organizational skills, a values-based, customer-service orientation and a belief that 'work' truly can be 'fun' will make you a positive addition to our growing team.

If you see yourself as someone who thrives in creating optimal environments for our clients and their members to share their research and make important connections and collaborations that may lead to important scientific breakthroughs, then this will be your ideal position!

### **Essential Qualifications:**

- Previous experience in managing scientific, research and/or academic conferences.
- Experience managing, planning and delivering large (up to 3000 attendees) virtual and face-to-face conferences and events.
- Excellent conference planning skills in managing abstracts, calls for papers, trade shows, posters, supplier contracting, hotel room block management, logistical coordination, marketing and communications.
- Strong understanding and experience managing basic Association affairs, including board meetings, membership support, annual meetings, officer elections, committees and other related activities.
- Strong budget development and management skills.
- Focused, strategic approach to pursuing and selling sponsorships, exhibit opportunities and other related revenue generating opportunities.
- Proficiency in basic website maintenance (WordPress), direct marketing & polling tools, social media, communications planning and surveying.
- Experience with Virtual Meeting Platforms.
- Knowledge of technical concepts like connectivity, stream latency, microphone pickup, and display resolution.



- In-depth knowledge of industry virtual tools including streaming platforms such as Zoom and Teams, and wrap-around solutions such as virtual venues and tools used in delivering virtual meetings.
- Ability and interest in embracing new technologies and self-teach, as well as supporting training needs for other meeting managers.
- Superb verbal, written, interpersonal and relationship building skills
- Strong organizational skills with the ability to re-assess priorities and juggle multiple projects.
- Creative problem solver.
- Ability to create and manage project planning systems.
- Collaborative team player with a strong customer service orientation and values-based attitude.
- Ability to work under pressure and on multiple events with separate and finite completion dates.
- Strong computer skills in a Microsoft 365 environment including Word, Excel and PowerPoint.
- Professional presence in all aspects of position requirements.

### **Preferred Qualifications: (Non-Essential Assets)**

- Post-secondary education in conference/event management, project management or business.
- Experience with Microsoft SharePoint, Microsoft Teams and Asana.
- Experience working with Conference Manager Software, Website platforms (WordPress).
- Fluency in additional languages.
- Comfortable working in a Mac and PC environment.

### **Salary & Benefits:**

Podium offers a competitive salary and employment benefits package including:

Paid time off, Health & Dental plans as well as a **\$500** taxable health & wellness benefit!

### **Additional:**



Hours of work are Monday-Friday with flexible start/end times. Long days and weekends are a norm with this industry and are to be expected with this position, especially when on-site with conferences or when hosting board/committee meetings in various time zones around the world. Regular travel (domestic & international) is expected with this position (once meetings return to live events). Time off in lieu is provided for approved overtime.