

Ecological Society of America
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Date: October 20, 2021

Title: Meetings Coordinator

Department: Convention and Meetings

Supervisor: Director of Convention and Meetings

Classification: Exempt

Society Background

The Ecological Society of America is a professional membership association of more than 9,000 scientists, researchers, decisionmakers, policymakers and educators dedicated to the science of ecology.

Description of Duties: This position coordinates and organizes logistical arrangements and planning for ESA small meetings and the Annual Meeting. The ideal candidate will have excellent customer service skills and experience working in meetings and events field.

Duties

- Oversee and set up all in house meetings and events to include All Staff events
- Provides assistance with booking offsite meeting locations and housing
- Conduct market research as needed and compile incoming proposals for review
- Coordinate the ESA Awards program nomination submissions and committee reviews in the awards submission database
- Oversee the Buell/Braun student awards lifecycle
- Manage awards inbox and assist with meetings team inbox
- Provide general logistics support for the Annual Meeting as assigned
- Work with the Meetings Program Associate on program updates and abstract/speaker management in the abstract management database
- Manage the student volunteer program for the Annual Meeting
- Work with decorator on all signage and shipping requirements for the Annual Meeting
- Assist in the development of meeting content, updates and posts for the conference website; make website updates as needed

- Assist Member Services Associate with all general registration processes as needed/assigned, and create registration sites for smaller meetings in iMIS
- Manage the logistics of ESA's yearly Chapter meeting(s)
- Oversee invoicing and refund requests for the Annual Meeting abstract fee
- Setup post-meeting surveys and analyze responses

Qualifications

- BA/BS degree with 3 years of work experience, ideally with a nonprofit membership organization
- Proficient with Microsoft Office Products (Word, Excel, Outlook Teams and Power Point)
- Able to meet deadlines, with an ability to handle multiple tasks with varying timelines and needs
- Ability to work effectively both individually and in a team
- Strong planning and organizational skills with great attention to detail
- Self-starter with a high level of energy
- Excellent written and verbal communication skills
- Familiarity with iMIS or other membership database systems is preferred
- Cadmium CD experience is a plus but not a requirement
- Ability to learn new technologies and processes quickly
- Travel (approximately 10%) which includes weekends

Please send one document that includes your cover letter with salary expectations and resume to resumes@esa.org.

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