

# Meeting & Events Specialist

STATUS: EXEMPT

## Who We Are

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Education Commission of the States partners with education policy leaders nationwide to address issues by sharing resources and expertise. We are proud to serve both the people who develop and implement education policy and the students who directly benefit from effective policy change. Every day, we provide education leaders with unbiased information and opportunities for collaboration because informed policymakers create better education policy.

We have been named by The Nonprofit Times for five consecutive years as one of the Top 50 Best Nonprofits to Work For. In the surveys conducted, Education Commission of the States' employees expressed the strongest satisfaction in the categories of leadership and planning, role satisfaction, work environment, relationship with supervisor, pay and benefits, and overall engagement. We are an equal opportunity employer offering competitive salaries and an outstanding benefits package. Education Commission of the States provides an exciting intellectual environment, a collegial workplace, flexible hours and an organizational structure that encourages teamwork.

## Who You Are

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A Meeting & Events Specialist is ultimately accountable for the successful execution of ECS events. Under the supervision of the director, and as a member of the Convene Team, the Meeting & Events Specialist's primary functions include the successful coordination and execution of up to thirty events annually, virtual and in-person.

## Essential Duties and Responsibilities

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- Coordinate logistical arrangements for all ECS events, including virtual convenings.
- Work within a team on the design and execution of all ECS meeting and events using specialized applications.
- Oversee and coordinate catering, audio visual, signage, furniture, décor and other contractors.
- Create registration database for ECS events.
- Serve as the onsite leader for all logistical tasks including registration, vendors and set up.
- Participate in all team meetings on weekly basis.

- Coordinate and manage housing (rooming list) and manage group pickup.
- Coordinates the ordering and shipment of all meeting materials.
- Coordinate group transportation.
- Ensure that events are executed in line with all health, safety, and building standards.
- Provide confirmation materials to attendees.
- Troubleshoot attendee issues and requests for information.
- Manages arrangements for internal staff meetings, receptions and retreats.
- Reconciles hotel and vendor invoices for payments and creates registration invoices for attendees.
- Assists in the overall budgeting process and recommends costs of travel and meeting expenses for other budget/project accounts.
- Perform other ECS duties as required.

## Required Skills and Qualifications

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- Bachelor's degree required.
- Meeting Professional Certification preferred.
- Minimum five years of meeting and event coordination experience.
- Microsoft Office, including SharePoint, Zoom and Wrike preferred.
- Knowledge and previous experience using Cvent, Socio and similar event registration management tools.

## Compensation and Benefits

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Education Commission of the States offers competitive compensation and benefits, including health, dental, life, long term disability, vision insurance, a flexible spending account, a health reimbursement account and a yearly contribution to your 403b retirement plan. This position is located in Denver, CO and must be able to produce proof of vaccination. The salary range for this position is \$50,000-\$60,000.

## Applying for the Position

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Please send a resume and cover letter e-mail to Kate Haggerty/[khaggerty@ecs.org](mailto:khaggerty@ecs.org). Please include "Meeting & Events Specialist" in the subject line.

**All applications must be received by close of business on Tuesday, January 18<sup>th</sup>.**

*Education Commission of the States is an equal opportunity employer that believes in developing and supporting a diverse work force.*