



DIVERSIFIED
MANAGEMENT
SERVICES

Education and Programs Coordinator

Diversified Management Services, an association management company, seeks a Full-Time Education and Programs Coordinator to be an integral part of our team.

We are seeking someone that has the ability, desire and confidence to take on responsibilities and manage priorities with minimal guidance; has 4-6 years of experience in organizing and preparing for meetings; excels at managing multiple projects; and brings energy, enthusiasm and creativity to the job.

While our company is small, we offer a competitive starting salary, outstanding benefits, and the chance to take on challenging and rewarding assignments essential for career advancement. Come join us!

What You'll Do

- Makes independent and/or committee-directed decisions regarding the coordination and implementation and execution of meetings/programs for the clients.
- Contribute to the creation of educational content to develop the program, confirm speakers, and collaborate with internal teams.
- In conjunction with the marketing and membership teams, develop a creative and dynamic approach to marketing the programs.
- Oversees and controls all activities relating to client meetings, conventions, trade shows and special events.
- Develops and monitors budgets for educational programs and regularly communicates with clients regarding status.
- Works with volunteer program committee members, and chair(s) to develop agendas and follow-up with any assignments for both volunteers and staff.
- Conducts all preliminary planning, to include at a minimum: researching sites; negotiating hotel contracts; identifying and contracting with outside resources (audio/visual and production companies, drayage and decorating services, air and ground transportation, destination management companies, off-site venues); monitors and updates counts and anticipated attendance and communicates with clients, speakers, vendors, sponsors and conference facilities.
- Coordinates off-site activities which supplement conferences/conventions (golf tournaments, spouse activities, auctions, post conference tours, etc.).
- Serves as the primary liaison to speakers selected by client volunteer committees or staff, overseeing their fees, travel needs, sleeping room arrangements, AV requirements, handouts, obtaining their headshots and background information, confirming the times, dates and content of their presentations, etc.
- Serves as the primary liaison to sponsors recruited by volunteer committees or by staff, overseeing their sponsor payment, carrying through with all the benefits

of their sponsor level, providing the proper recognition and signage, obtaining their background information, confirming if they will be exhibiting, etc.

- Serve onsite at events (may require overnight travel) to coordinate all activities and act as a primary point of contact for client, vendors, speakers and attendees to ensure proper execution of event and resolve any issues as they arise.

What You'll Need

- Bachelors or Associates degree preferred with 4-6 years of event planning experience.
- Previous experience with multiple clients or stakeholders.
- Experience working with tradeshow or sponsorships.
- Experience with project and events management required.
- Ability to work effectively in a high pressure, high stakes environment and thrive when faced with unplanned challenge.
- Ability to operate with minimal director or oversight; independently prioritize, organize, and manage tasks and projects from inception to successful completion while carefully monitoring time and resources.
- Exceptional time management & organizational skills; thrive in an environment with multiple, competing priorities.
- Attention to detail and a deadline-driven work ethic.
- Superior customer service skills!
- Strong verbal and written communication skills.
- High level of accuracy in data entry.
- Computer skills in Microsoft Word, Excel and PowerPoint are necessary. Experience with CRM and event app software is a plus.
- Curiosity, resourcefulness and a desire to succeed.
- Polished, professional demeanor.
- Willingness to work evenings and weekends and/or travel for site visits and client events. (10-15%)

What We Offer

- PTO
- Medical, Dental, Life & Disability Insurance
- 401(k) plan
- Volunteer time off
- Flexible hours, if necessary
- The opportunity to be an integral part of a dynamic team
- A fast-paced, "make it happen" type work environment
- The ability to grow and advance your career

Please use the following guidelines to ensure your resume is quickly and accurately processed:

- Format resume as either MS Word .doc or .pdf
- One page cover letter summarizing your experience, compensation, and why you think this position would be a good fit for you.