



## CAREER OPPORTUNITIES

Meeting Coordinators, Inc. is an Association Management and Conference Management Corporation, established in 1988. We are Southeast Michigan's premier association and meeting management firm.

### Current Openings: 2

1. Meetings & Events Coordinator
2. Communications/Marketing Intern

### Meetings & Events Coordinator

We are currently looking for a part-time Meetings & Events Coordinator (3 days per week) with the anticipation that the right person will grow to full-time. The ideal candidate is energetic, forward-thinking and creative with high ethical standards. Coordinator must be results oriented, have strong time management skills, and possess the ability to work quickly and efficiently on several projects at one time in a constantly changing environment.

The position entails considerable interaction with clients and team members working under the direction of the Senior Account Manager. The Coordinator will be required to attend early morning meetings and late evening events approximately 4-8 times a month, primarily in Southeast Michigan.

### Primary Duties & Responsibilities:

- Lead and contribute to the coordination of all aspects of conferences, meetings and events (pre-planning, onsite execution and post event wrap up);
- Perform site searches, provide recommendations to clients, and negotiate hotel and convention center contracts;
- Produce event specifications and manage vendors for all aspects of events (F&B, A/V, photography, transportation, security, etc.);
- Assist in financial management including budget creation, monitoring revenue and expense performance, and collection of registration and/or exhibit fees;
- Track hours performed vs. hours budgeted, and advise of discrepancies;
- Adapt to crisis situations, changing procedures, methods or processes;
- Develop and maintain solid relationships with clients/members/exhibitors and sponsors;
- Contribute effective ideas to client strategic planning and analysis processes;
- Assume planning responsibilities for multiple clients and meetings;
- Contribute to overall team success by identifying problems and proactively seeking out methods to improve self-performance and/or efficiency of an operation or task;

- Required to work outside normal working hours as needed to attend events and client meetings.

**Knowledge, Skills, & Abilities:**

- Ability to effectively prioritize and execute tasks conforming to shifting priorities, demands and timelines;
- Strong analytical and problem-solving skills;
- Ability to coordinate several projects simultaneously;
- Ability to elicit cooperation from a wide variety of sources, including management, clients, other departments and vendors;
- Ability to work directly with clients in a responsible, appropriate and service oriented manner;
- Strong communications and interpersonal skills;
- Adept at conducting research into project-related issues;
- Proven competency in software applications, including MS Office Suite, email marketing and other technology as adopted by clients or our staff team;
- Ability to lift 40 pounds.

**Education & Work Experience Required:**

- Bachelor's degree preferred, but allowances made for work related experience;
- Professional experience in the corporate or association meeting industry;
- Demonstrated experience in event planning and execution, contract negotiation, sponsorship/advertising coordination and project management;
- Experience at working both independently and in a team-oriented, collaborative environment.

**Please submit resume via mail or email to:**

**Meeting Coordinators, Inc.**  
P.O. Box 99463  
Troy, MI 48099  
(248) 643-6590  
[info@meeting-coordinators.com](mailto:info@meeting-coordinators.com)  
[www.meeting-coordinators.com](http://www.meeting-coordinators.com)

For additional information, please contact: Ann Bruttell, [info@meeting-coordinators.com](mailto:info@meeting-coordinators.com) (248-643-6590).

## Communications/Marketing Intern:

We are seeking a part-time paid intern to assist with the promotion of multi-client events. You will have the opportunity to work with the account manager and volunteer members on upcoming programs and events. Internship hours will accommodate student's schedule and academic requirements. The ideal candidate is an energetic, forward-thinking individual with the ability to work quickly and efficiently on several projects at one time. The position entails considerable interaction with clients and team members. You will work under the direction of the Senior Account Manager. The Intern may be required to attend early morning meetings and late evening events (in Southeast Michigan) approximately 2 – 5 times a month.

### Primary Duties & Responsibilities:

- Drafting marketing & social media plan
- Creating press releases
- Client interaction in producing plans
- Updating web-based systems
- Following up on project assignments

### Qualifications:

- Strong interpersonal skills
- Ability to work in a team environment
- Strong written and oral communication skills
- Basic knowledge in Microsoft programs
- Excellent organizational skills

### Education & Work Experience Required:

- Junior year standing preferred
- Demonstrated experience in event planning and execution, contract negotiation, sponsorship/advertising coordination and project management
- Experience at working both independently and in a team-oriented, collaborative environment.

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**Meeting Coordinators, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, sex, citizenship, familial status, disability, and veteran status.**