

Conventions and Events Coordinator



To assist in planning, managing and execution of all AHLA and AHLEF meetings and event sponsorship. Conventions and events include:

AHLA-AAHOA Legislative Action Summit (LAS); AHLA Safety Summit
AHLEF Golf Classic; AHLEF Night of a Thousand Stars/AHLA Stars of the Industry Awards
ForWard: Women Advancing Hospitality; Hospitality Investment Roundtable
The Forum: An AHLA Experience™; Webinars; Various board and committee meetings

Responsibilities:

- Responsible for registration process of all events, meetings and webinars to include: registration, event information inquiries, data entry, refunds and cancellations, badge production and stuffing, attendee lists, confirmation letters and invoices, registration tracking, on-site registration management (staffing, setup, etc.), and preparation of financial data for reconciliation with the accounting department.
- Assist with meeting logistics including: speaker confirmations and arrangements, meeting specifications, supplies, event signage, shipments, and other items as needed.
- Work with Senior Vice President of Business Development to coordinate sponsorship fulfillment and relationship management (proposals, contracts, invoicing, benefits and recognition) and serve as main contact for requests for AHLA and AHLEF event sponsorship information.
- Marketing liaison – draft copy for and coordinate event marketing materials, maintain department pages on AHLA website and manage event social media efforts with Marketing & Communications department.
- Assist with project management and meeting/event logistics/specifications (pre, onsite, post) including promotion/marketing/brochures and materials; food and beverage/audio visual arrangements/guarantees; timelines.
- Management of AHLA Stars of the Industry awards program.
- Housing/overflow arrangements, rooming lists, monitoring hotel pick up reports.
- Assist with association committees as assigned.
- Other special projects and duties as assigned.

Education and Experience:

- Bachelors degree;
- One – two years relevant experience; or a combination of education and experience.

Skills and Attributes:

- Experienced computer and software knowledge, including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook); and iMIS preferred.
- Excellent oral and written communication skills; ability to write and edit clear, engaging, and grammatically correct content; willingness to be coached.
- Self-motivated individual, team player, with a high level of professionalism and emotional intelligence.
- Ability to thrive in a fast-paced environment.
- Detail-oriented individual with exceptional organizational and time management skills.
- Customer-service focused with a positive attitude; maintains grace under pressure.

Other: Position is non-exempt, located in Washington, DC, ability to travel approx.. five times per year

To apply, send cover letter and resume to HR@AHLA.com