

## Coordinator, Conventions & Events

**Position Title:** Coordinator, Convention & Events

**Reports to:** Senior Director, Conventions & Events

### Position Summary:

The Coordinator, Conventions & Events is responsible for assisting in the planning and execution of all American Hotel & Lodging Association & AHLA Foundation meetings and events. The role is a mix of administrative and strategic support, providing experience in marketing and events.

### Responsibilities:

- Responsible for registration process of all events, meetings and webinars to include: registration processing, event information inquiries, data entry, refunds and cancellations, badge production and stuffing, attendee lists, confirmation letters and invoices, registration tracking, onsite 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
- Website management – create/maintain department pages on AHLA website in partnership with Manager of Conferences and Events and support event social media efforts with Marketing & Communications department
- Works closely with Manager of Conferences and Events to execute all AHLA and Foundation webinars and virtual programs
- 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:

- Bachelor's degree
- One – two years relevant experience; or a combination of education and experience
- Background in meeting management preferred

### Skills and Attributes:

- Experienced computer and software knowledge, including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook); and Salesforce 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 who is also a 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 located in Washington, DC
- Ability to travel
- Ability to lift 35 pounds

**Interested applicants can apply by sending their cover letter and resume to [hr@ahla.com](mailto:hr@ahla.com).**

AHLA is an equal opportunity employer. We encourage you to apply even if your experience is not a 100% match with the position. We are looking for someone with relevant skills and experience, not a checklist that exactly matches the job description. We want to help you grow and in return, you help us grow into a stronger, more inclusive organization. We celebrate diversity and are committed to creating an inclusive environment for all employees.

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