



PO Box 1311 | Meridian ID | 83687 | 208.466.2519 | MatrixAMC.com

COMPANY BACKGROUND

Matrix Association Management Company, Inc. (MatrixAMC) has been in business since 1999 providing exemplary service to non-profit associations and professional credentialing organizations. Our services include conference management, member services, business operations, website management, and executive management of several non-profit boards. We hold long term contracts with several organizations that provide stability for our company and employees. To find out more information, please visit our website at <http://www.matrixamc.com/>.

POSITION: Membership & Events Coordinator

MatrixAMC is hiring a full-time (40 hours per week) Membership & Events Coordinator. Workdays are Monday through Friday from 8:00 a.m. to 5:00 p.m. with some limited flexibility in hours. Interested applicants should be comfortable working in a small, but stable, 8-9 person office, located in downtown Meridian; within walking distance of several eateries and shopping. This is **not** a tele-commute or virtual position. We are looking for a long-term, committed employee who wants to grow in this position.

More than half of the time in this position will focus on the planning of an annual conference that is attended by approximately 900 professionals and up to 75 vendors on an exhibition floor. There could be up to two small meetings assigned to this position also. This individual could also be asked to support other planners in the company with administrative and onsite tasks relating to their assigned conferences. This position encompasses all phases of event planning, from the most basic administrative duties to the more complex delivery of successful conferences. The other portion of the position provides high level support to the Executive Director and membership services for a national non-profit organization throughout the year.

In this position, travel occurs 2 to 3 times per year, and requires travel by plane. While on site for a conference the employee will work long hours and must be physically able to do so. This individual oversees other staff members for conference management, but works autonomously in office. Conferences are held in well-known, high quality business hotels. Past locations have included Boston, San Antonio, San Diego, and Hawaii. Future locations include Minneapolis, Phoenix, Orlando, Boston, and Maui.

Outside of the occasional on-site conference work, general workdays are standard Monday through Friday from 8:00 a.m. to 5:00 p.m. with some limited flexibility in hours. Interested applicants should be comfortable working in an 8-9 person office, located in downtown Meridian; within walking distance of several eateries and shopping. This is not a tel-commute or virtual position. We are looking for a long-term, committed employee who wants to grow in this position.

This dynamic position reports to the Executive Director.

To apply for this position, please email a resume and cover letter (include summary of interest, highlight key qualifications and include salary requirements). Incomplete submissions cannot be considered.

Email: Stacey Daniel, ACVO Executive Director, sdaniel@matrixamc.com

Subject line: MatrixAMC, Membership & Events Coordinator Application (insert name)

Applications will be accepted until the position is accepted by a qualified individual. Start date is flexible.

EXPERIENCE & BACKGROUND

Applicants must have at least five years of relatable background in conference management, meeting planning, hospitality management, non-profit management or a similar field. (While not a requirement of the position, this may be a great opportunity for those in past hospitality meeting-related fields who enjoy the meeting planning work but would enjoy not working nights and weekends. We have found that individuals with such experience seem to do well in this position as they are already able to multitask during the pressures of conference management.)

A four year degree in communication, marketing, hotel management/hospitality, business, public relations or other applicable field is required; non-profit organization and board experience is a plus. Alternatively, applicants with at least 10 years direct relatable experience, who can demonstrate strong communication and multitasking skills, can be considered without the same college requirement if their experience is explained in the cover letter.

The ability to work autonomously as well as be an effective team player is essential. Candidates must be able to pass a background check and be bondable. Candidates must also agree to honor company values and contribute positively to the team.

ROLES & RESPONSIBILITIES

Conference planning activities are shared with the Executive Director and Administrative Assistant.

Event Coordination (one 900 person conference)

- Plan the scope of the event, including time, location and cost
- Solicit bids from venues and service providers (onsite staffing, equipment delivery, specialty vendors)
- Help Director coordinate event services (catering, room set-up, registration set-up, audio/visual, etc.)
- Promotion and advertising of the event
- Procurement of promotional materials (signage, giveaways)
- Vendor Management (inviting vendors/sponsors, advertisement, vendor fair coordination, surveys)
- Registration process management
- Coordination of a fun run and/or special events within the conference
- Event accounting and record keeping

Design & Publications

- Creation and design of printed materials (signs, brochures, attendee prospectus, exhibitor prospectus)
- Manage website content and digital communications
- Assist in production and distribution of e-newsletter, every two months (HTML editor, MailChimp)
- Assist in production and layout of digital meeting promotions for exhibitors and attendees. Send digital distributions and on occasion hard copy materials. Keep email and mailing lists current.
- Oversee layout and ad quality of digital advertisements used in prospectuses, proceedings (meeting book publication), post cards, conference signage and digital promotional materials. (Primarily in Adobe products; InDesign, Photoshop and Adobe Illustrator.)
- Work with art designer to develop new logos for conference annually.
- Ability to self-learn software and systems as necessary, but have a solid enough working knowledge in the listed software (see technical skills below) to begin editing existing projects upon employment.
- Develop proceedings publication/books. Manage advertisers, abstracts/updates and speaker submissions, graphics placements, schedules, on-site needs. Work with online publications.
- Oversee online video library (no technical skills necessary)

Membership Services

- Process dues renewals and payments. Send receipts/confirmations/reminders; update membership portal.
- Handle member referral requests from the public.
- Develop and edit printed membership directory (automation utilized).

- Manage upkeep of member database and online member systems.
- Invoicing and tracking advertisers and sponsorships dues.

Committee Support

- Work with committee chairpersons to assist with their deadline execution and new policy implementation. Solicit and collect reports.
- Oversee online systems which manage resident, credentials and examination applications. Critical deadlines must be met for sensitive documents and communications. Time management is a must!
- Management of credentialing applications, examination timelines and related policy documents.

General Office Tasks

- Handle member requests via phone, fax and email. Process mail.
- Oversee check and credit card deposits, enter into QuickBooks.
- Assist with creation and assembling of meeting packets and communications with volunteers, committees, and vendors.
- Scheduling meetings and related facilitation tasks such as venue selection, equipment orders, etc.
- Assist the Executive Director with all member services and board support.
- Help liaison with similar international organizations.

REQUIRED SKILLS

- **Communication skills:** Provide excellent written and oral communication skills, not only in day to day business, but in the editing of brochures and lengthy conference proceedings is required.
- **Composure:** React calmly to unexpected situations that can arise during the planning and execution phases of large conferences. Poise and grace with the ability to make quick decisions under pressure in a fast-paced environment.
- **Customer-service skills:** Display a professional demeanor at all times in all situations, positively reflecting MatrixAMC and their clients. Respond to problems as they arise with timely and efficient solutions.
- **Interpersonal skills:** Establish and maintain positive relationships with clients, vendors, suppliers and onsite personnel.
- **Negotiation skills:** Negotiate service contracts for the best interest of MatrixAMC clients.
- **Organizational skills:** Demonstrate skills in multi-tasking and meeting tight deadlines. Ability to delegate tasks judiciously to staff and onsite personnel as required.
- **Onsite Management:** Monitor event activities to ensure the client and event attendees are satisfied

TECHNICAL SKILLS

We utilize the following programs in our office. The applicant does not need to be proficient in all the below programs but it is required that the applicant have minimal competency in most similar programs.

- Word (required)
- Excel (required)
- Access
- Outlook
- QuickBooks
- Adobe DreamWeaver, SquareSpace (desired)
- Adobe Illustrator and Photoshop
- Adobe InDesign (desired)
- Understanding of research applications and search functions available on the internet. (required)
- Wrike (desired)

OFFICE & CONFERENCE HOURS

This position is 40 hours per week, overtime is not typical but will occur occasionally in the fall, especially on-site during a conference. Coverage is needed in the office approximately 8am – 5pm, M-F; evening hours are not available. Home, distance or contractor work is not an option for this position. The exact start and end time each day could be minimally flexible.

For conference work, approximately 8-12 days per year, hours would be based upon need on-site but typically are long, at times 10-14 hours a day for a couple days. This team member must be physically able and mentally willing to work as a part of a team on-site, be reliable and direct people in a positive manner.

COMPENSATION

The starting pay range is based upon DOE and education. Merit bonuses are offered when applicable. Compensation may be reviewed by request of the employer or employee.

CULTURE

Even though we are a small office of 8-9 people, we strive to foster teamwork and solidarity. Our employees often work independently, but they must all be able to work effectively as a team. The dress code is casual. We happily 'employ' a small dog in our office, notable for those with allergies.

CURRENT BENEFITS

- Matching 4% of overall salary in a 401K plan will be available to any employee who chooses to participate in the program. This option could be realized after one full year of employment.
- Eight paid holidays include: Memorial Day, 4th of July, Labor Day, Thanksgiving, day after Thanksgiving, Christmas Eve, Christmas day, and New Year's day.
- Two weeks (10 business days) paid leave is available for use at will, after the completion of the first six months of probationary employment. Additional paid leave will accrue monthly. At three, five and seven years' employment paid days increase according to a formal schedule available to all staff.
- A stipend is provided through an HRA (Health Reimbursement Account).
- Two paid sick days and unpaid sick days are allowed as needed, during first six months of employment.
- Two paid days to volunteer are available to employees. The company will provide schedule flexibility to volunteer at a charity of the employee's choice up to two 8 hour days per year, with full compensation.
- Merit-related bonuses will be considered and paid as warranted.
- Paid travel. You may earn and keep your miles reward points for personal use. Hotel stays are in 4-5 star facilities.
- Friendly work environment.



Position Application

PO Box 1311
Meridian, Idaho 83680
Office: 208.466.2519

Personal Information			
Last Name	First Name	Middle Name	Today's Date
Street Address	City	State	Zip Code
Home Phone: (____) _____ - _____	Are you a United States Citizen or legally eligible to work in The U. S.? ____ Yes ____ No <i>(if hired, you will be required to provide documentation that you are eligible to work in the U.S.)</i>		
Work Phone: (____) _____ - _____			
Other: (____) _____ - _____			
Title of Position Applying For			Date Available to Start
Have you been previously interviewed or employed by the MatrixAMC? ____ Yes ____ No If Yes, list date(s) and job title(s):			
Are you currently employed?		If so, may we contact your present employer?	

Education			
Name and Location	# Years Completed	Major Area of Study	Degree/Diploma
High School			
College			
Graduate School			
Technical or Certificate Programs			

Employment History

Please provide the following information for your previous three employers, leaving no gaps in history, beginning with the most recent: (Attach an additional page if necessary, do not use "see attached resume".)

Employer:	Dates Employed: From _____ To _____	Position Title:
Address:		
Telephone:	Position Duties:	
Monthly Pay Start: Finish:		
Reason for Leaving:		

Employer:	Dates Employed: From _____ To _____	Position Title:
Address:		
Telephone:	Position Duties:	
Monthly Pay Start: Finish:		
Reason for Leaving:		

Employer:	Dates Employed: From _____ To _____	Position Title:
Address:		
Telephone:	Position Duties:	
Monthly Pay Start: Finish:		
Reason for Leaving:		

How did you learn about this position?

MatrixAMC is an Equal Opportunity Employer. It is the policy of MatrixAMC not to discriminate in employment matters on the basis of race, creed, color, age, marital status, national origin, sex, or status with regard to public assistance or disability.

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal.

Signature of Applicant

Date