

ESN, Inc. Job Description (Requisition #455)

Job Title: Conference Coordinator

Location: Arlington, VA

Job Posted: 12/10/2010

Job Closing: Until Filled

Principal Duties/Responsibilities:

This position is to support the planning and executing of successful meeting programs for a Department of Defense Small Business program, while maintaining a high level of customer service to program participants and the client.

Specifically:

Assists in the planning and coordinating of meetings, conferences and client functions. Responsible for content, all speaker contact including confirmations, advance notification and follow-up. Also responsible for coordinating and scheduling of Technology Matchmaking One on One meetings at national conferences. Interfaces with internal departments to resolve problems.

Responsibilities include:

- Consulting with customers in order to determine objectives and requirements for events such as meetings, conferences, and conventions.
- Coordinating with client, government program managers and Steering Committees to plan meeting agenda, and recommend/secure speakers.
- Assisting in the design of meeting materials such as promotional items and program book.
- Management of registration system using Cvent event management and web survey software.
- Conducting post event evaluations in order to determine how future events could be improved.
- Maintaining records of event aspects, meeting notes and lessons learned.
- Development of sponsorship packages and maintenance of working relationship with potential sponsors.
- Marketing the SBIR program through outreach at relevant technology, small business and Defense exhibits.
- Assisting in Request for Proposal creation and production. Evaluate and select providers of services according to customer requirements.
- Assisting in site research, selection and inspection of appropriate meeting venues.
- Creating catering menus according to event budget and client needs.
- Coordinating of services for events, such as accommodation and transportation for participants.
- Ability to multitask on project planning and be proactive to initiate work.
- Monitor event activities in order to ensure compliance with applicable regulations and laws.
- Arrange the availability of audio/visual equipment, transportation, displays, and other event needs.
- Direct administrative details such as correspondence and support letters.
- Monitor SBIR Industry websites for upcoming events, marketing and speaking opportunities.
- Assist other projects as needed.

Education and Experience:

Bachelor's degree, or equivalent professional experience, with emphasis in marketing, public relations, communications, business, and hotel or hospitality management with a minimum 3+ year's employment experience in event planning. Prior meeting and conference planning experience required. Government meeting planner and knowledge of DoD and SBIR programs a strong plus.

Skills and Abilities:

- Proficiency in Microsoft Office suite (Word, Excel, and PowerPoint), is required.
- Experience with web based applications including Cvent, Survey Monkey and Constant Contact a plus.
- Must have excellent written, verbal and interpersonal skills.
- Must be detail-oriented with excellent organizational skills, be able to multi task, meet tight deadlines, and maintain composure under pressure in a fast paced environment.
- Creative, resourceful problem solver strongly desired.

Work Schedule:

Full Time. Must be able to travel to conferences, meetings and site inspections as requested.

Qualified Persons Should Contact:

Valerie Thomas, Director of Human Resources and Administration

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