The Mathematical Association of America (MAA), a national professional association, seeks a full-time Meetings and Events Coordinator.

The Mathematical Association of America is the world’s largest community of mathematicians, students and enthusiasts. We further the understanding of our world through mathematics because mathematics drives society and shapes our lives. Our mission at the MAA is to advance the understanding of mathematics and its impact on our world and we do so through our values of, Community, Inclusivity, Communication, and Teaching and Learning.

Working at the MAA means that you will be joining a dynamic and dedicated team where your contributions will be encouraged and appreciated. We offer a full array of highly competitive benefits, and we are located within a desirable Washington, DC location. For more information about the Mathematical Association of America, see www.maa.org.

Duties include:

- **MAA HQ Conference Center Management**
  - Logistical coordination of MAA Carriage House events including client inquiries and bookings, contracts and billing, ensuring furniture and equipment is set up in a timely manner, assisting with Carriage House marketing and serving as onsite point of contact

- **Exhibits, Advertising and Sponsorship Management for MAA MathFest**
  - Oversee sales prospectus development and distribution to potential exhibitors and sponsors; manage solicitation to potential companies; assign exhibit space locations and floor plan creation; coordinate exhibitor contract and payment processing; serve as the point of contact for the general service contractor including RFP process, exhibitor kit development and distribution, and as onsite liaison; responsible for sponsor management and fulfillment of branded items; act as the onsite exhibit hall coordinator; and produce tracking reports and strategic business plans

- **General support for MAA Conference, Meetings and Events, Including:**
  - Registration website builds in Cvent and MAA.org website uploads in Drupal
  - Registration processing in Cvent, reporting in Excel, session and poster presenter proposals and abstract processing in OASIS, reimbursements and invoicing, housing agreements and block management, catering orders, event specifications, and other logistics as assigned
  - Field customer service queries by email and phone
  - Provide and edit content for MAA MathFest and JMM communications and marketing
  - Arrange for audio visual equipment, signage, temporary staffing, a conference app, general contractor, freight/shipping, staff briefings, and other logistics as needed
  - Assist with preparation of conference materials including program, abstract book, conference bags and inserts, menus, ribbons, escort cards, name badges, onsite supplies, room count sheets, staff schedules, allocations grids, and speaker introduction slides
  - Other meeting support as needed including internal meetings, International Mathematical Olympiad 2021, CBMS Forums, SIGMAA meetings and conferences, and MAA Project NExT

The successful candidate for this position must have a strong work ethic, ability to handle multiple projects and deadlines at once, excellent interpersonal skills, strong written and verbal communication skills, self-motivation and attention to detail and deadlines, advanced knowledge of Microsoft Office applications (Word, Excel, PowerPoint, etc.), and experience with online registration, website content editing, and education proposals systems (e.g. Cvent, OASIS, Drupal). Some weekend, early morning, and evening work is required, as well as minimal travel to conferences, site inspections, and events.

Candidates must have a Bachelor’s degree and a minimum of 3+ years of applicable experience in exhibit and sponsorship sales, conference, meetings and/or event planning. A hospitality management B.A., or similar concentration, is a plus. Association or non-profit experience is strongly preferred.

Please email resume and cover letter (required) to: HR@MAA.org.

The Mathematical Association of America is an Equal Opportunity Employer