The Mathematical Association of America (MAA), a national professional association, seeks a full-time Meetings and Events Coordinator. 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 MathFest
* Oversee sales prospectus development and distribution to potential exhibitors and sponsors; manage solicitation to potential companies; assign exhibit space locations; 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 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
* Provide general administrative support, including registration, presenter proposals and abstract processing, financial procedures, housing, catering and other logistics as assigned
* Field customer service queries by email and phone
* Arrange for audio visual equipment, signage, catering, temporary staffing, housing, conference transportation, conference shipping and other logistics as needed
* Manage MAA pavilion arrangements for MathFest
* Assist with preparation of conference materials including program production and speaker introduction slides
* Manage onsite registration
* Other meeting support as needed including internal meetings, International Mathematical Olympiad 2021, National IBL meetings, SIGMAA meetings, 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 and evening work is required as well as minimal travel to conferences 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. The annual salary for this position is $45 – $47K and includes an excellent benefit package.

The Mathematical Association of America, located in the historic Dupont Circle area of Washington DC, is the world’s largest community of mathematicians, students, and enthusiasts. The mission of the MAA is to advance the understanding of mathematics, and its impact on our world. For more information about the Mathematical Association of America, see [www.maa.org](http://www.maa.org/).

Please email resume, cover letter, and salary expectations (required) to:

Elizabeth H. Richards, SPHR, GPHR

Mathematical Association of America

E-mail: hr@maa.org

The Mathematical Association of America is an Equal Opportunity Employer