



Meetings & Events Program Specialist

The Mathematical Association of America (MAA) 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.

Position Summary:

The MAA is seeking a Meetings & Events Program Specialist who has experience in implementing change within a trade or scientific/educational association. The ideal candidate would be an energized thought partner and key implementor to develop new and exciting approaches to our meetings and events, both virtual and in-person, expanding upon our current offerings. MAA is on the cusp of rethinking how we approach program offerings and attendee engagement – our Meetings & Events Program Specialist will be an instrumental part of building that foundation. If you have the experience, knowledge, creativity, and demonstrated capability to both contribute fresh ideas and put them into action, we want to talk with you!

As the Meetings & Events Program Specialist you will be responsible for coordinating and implementing educational / scientific content for MAA meetings and events virtually and in-person. This position is an integral part of our Meetings and Events department and plays a senior role on the team, reporting to the Director of Meetings and Events. By collaborating closely with the MAA Associate Secretary, you will have full responsibility for the stewardship of approved topics and logistical coordination of selected educational and scientific speakers for our annual MathFest conference, as well as other key events.

The Meetings & Events Program Specialist manages the abstract submission process, ensures

that the content submitted aligns with the program objectives and the submissions follow an organized process that supports the timely delivery of MAA educational / scientific events and products. The position also oversees the speaker management process for MAA and ensures speakers adhere to timelines and MAA policy on speaker engagement.

This position will also play a key new role in strategizing and developing a comprehensive meetings program plan and template for the MAA Sections (Chapters) and assist the Sections in executing their Spring and Fall meetings in conformance with this program.

Additionally, the successful candidate will act in an important secondary capacity to support the Director of Meetings and Events in planning and executing all logistics for meetings as well as the program and awards submission processes, creating sessions and meeting agenda and assisting with other programs and tasks. The Specialist will be expected to collaborate with internal teams as well as leadership and external stakeholders to coordinate and implement educational / scientific content that supports the association's mission.

Key Responsibilities:

- Ensures sessions, poster proposals, and abstract submission systems are contracted, maintained with newest content, and distributed throughout the year based on various conference educational deadlines;
- Takes a proactive leadership role in creating meetings and events (both virtual and in-person) that are exceptional attendee experiences in order to support and grow membership;
- Serves as primary point of contact with internal staff, the MAA Associate Secretary, and vendors for member organizers and educational events related to MAA committees and councils;
- Coordinates with meeting planning committees for session selection process and manage correspondence with invited speakers and session organizers.
- Works with invited speakers and organizers to meet all applicable session deadlines, assisting with abstract submission as necessary;
- Enters and maintains session information including specs, speakers, and descriptions in an abstract content management database;
- Monitors and adheres to project budgets and reconciles event budgets;
- Takes full responsibility for collecting and organizing presentations and speaker logistics to include developing and maintaining a speaker database, an abstract database, and process speaker abstract submission and reviewer information;
- Assists with the selection and onboarding of program speakers including providing onsite support for speakers;
- Assists Director on all projects, strategic planning, budgets, meeting and events expense management, site inspections, request for proposals for vendors or venues, various departmental goals, departmental administration, and reporting on key achievements and revenue to the Senior Team, Associate Secretary, MAA Board, and MAA Congress as needed;

- Maintains knowledge of current trends in content delivery, learning networks, and virtual learning technologies;
- Creates and maintains all content in Cvent (or other registration platform);
- Manages registration set up, tracking, and execution by Meetings and Events team;
- Reviews and ensures adherence to all project documents, contracts, and agreements;
- Drafts program text;
- Coordinates production and content for conference program including draft program text and abstracts books, along with all MathFest registrant branded materials;
- Provides logistical support for onsite meetings;

Qualifications and Experience:

- Bachelor's degree in a relevant field of study, or equivalent combination of education and experience. CMP preferred.
- Minimum of 3-5 years' experience in meeting & convention industry or event/meeting planning. A prior position with a national educational / scientific organization with multiple chapters is a definite plus.
- Demonstrated ability to produce a live and virtual event or conference including experience with digital event hosting platforms, web content uploading, and mobile apps.
- Proficient with Windows operating system and a variety of software programs (i.e. MS Word, MS Excel, Power Point, and Google Workspace).
- Proficient in online abstract submission and Event Management systems.
- Hospitality-minded with excellent customer service skills.
- Project management experience – ability to understand scope, create timelines and budgets, and deliver on time within budget.
- Demonstrated strong written and verbal communication skills.
- Ability to work independently on multiple projects while simultaneously meeting demanding deadlines.
- Solutions-oriented and extremely organized.
- Ability to work independently, with a live team, and in a virtual team environment.
- Effective problem solving and negotiation skills with a proven aptitude for attention to detail and quick, creative thinking.
- Experience in using online learning software and membership databases (Salesforce and Fonteva a plus).

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Able to lift up to 15 lbs.

Travel:

- Infrequent

To apply please send resume and cover letter to hr@maa.org

This job description should not be construed to imply that these requirements are the only standards for the position. Incumbents will follow any other instructions and perform any other related duties as may be required. MAA has the right to revise this job description at any time. MAA is an “at will” employer and as such, neither this job description nor your signature constitutes any form of contractual arrangement between you and MAA.

Equal Opportunity Employer