



Manager, Meetings and Events 2021

As Manager, Meetings and Events for the [Energy Bar Association \(EBA\)](#), you will have an excellent opportunity to develop, and expand your skills into a meetings management career within a friendly environment. This is a small and busy office where your attention to detail and ability to anticipate the needs of others will be key to your success.

Under the direction of the CEO and with the assistance of a meeting assistant, you will manage all aspects of the association meetings both large and small, in-person and virtual. Our conferences and meetings provide opportunities for attorneys, energy professionals, students, and academics to network and learn via a variety of channels, including face-to-face conferences, workshops, luncheons, virtual and web-based programs. Our goal is to provide high-quality programming to EBA members.

Organization

EBA is an international, non-profit association of attorneys, energy professionals, and students active in all areas of energy law. EBA has eight regional chapters across the U.S. and Canada.

We host numerous [educational seminars](#), including two national conferences per year. Our educational programming covers all facets of energy law (electricity reliability, oil pipeline regulations, renewable energy, environmental law, etc.). Many of our programs are approved for continuing legal education (CLE) credits which our members need to stay current. In addition to programming, EBA members rely on us to provide valuable opportunities for networking. Our lunches, receptions, and dinner programs allow our members to meet and share their expertise.

Responsibilities

- Manage all aspects of [Energizers](#) meeting logistics (at the committee and chapter level), to include website posting, speaker/sponsor template confirmations, host technology training, post-meeting evaluations, etc.
- Manage Zoom video conference setup and troubleshoot, record, and upload recordings to our on-demand library; relay information to the marketing manager for video promotion.
- Manage logistics of major meetings, including Annual Meeting, Mid-Year Energy Forum, chapters' annual meetings, Gala, Primer Series, and Enforcer and Defenders Forums.

- Update timelines and coordinate details for events including coordination of hotel/convention center specifications, audio-visual requirements, timelines, registration, abstracts, food and beverage requirements, staffing schedules and assignments, and security issues.
- Work with the meeting assistant to draft email and web communications for meeting and event promotions.
- Work with the senior manager, marketing to develop marketing campaigns, maintain the events website, and social media updates for these events
- Coordinate with internal departments to make sure deadlines are met and deliverables are provided.
- Communicate with all stakeholders on changes and update schedules and internal spreadsheets accordingly.
- Create and manage attendee communications including pre-meeting confirmations and post-meeting evaluations and CLE confirmation.
- Document processes, suggest improvements for efficiency, and implement changes.
- Work with the database manager to set up, manage, register, and monitor registrations.
- Manage on-site logistics, direct registration and other day-of details. May include travel and on occasion, evenings.
- Maintain clear and accurate files, calendars, budgets, and history of each event.
- Process invoices and reimbursements related to meetings. Provide sponsorship invoicing detail to accountants for producing invoices.
- Manage speaker material compilation and assist with proofing printed meeting materials.
- Coordinate with meeting assistant, packing and shipping of meeting materials, equipment, and supplies to and from meetings.
- Maintain a meetings calendar, readily accessible to staff and membership.
- Take initiative in resolving on-the-spot difficulties as they arise at events.
- Travel to support the events as required. During meetings, participate in live-tweeting, website and social media updates, and on-site photography.

Qualifications

- Bachelor's degree.
- Minimum of 3-5 years of experience planning conferences and events.
- Ability to work independently and deliver results.
- Excel skills required and experience using a database preferred.
- Comfortable with various software and mobile apps including, but not limited to, Zoom video conferencing, and constant contact.
- Experience with social media platforms, including, but not limited to, Facebook, Twitter, and LinkedIn.
- Photography/graphic design experience is a plus.

- Excellent written and verbal communication skills.
- Association industry or non-profit background helpful, but not required.
- Experience with MemberSuite database a plus.

Attributes

- Project manager. You can juggle multiple tasks, allocate and optimize resources, and manage timelines. You enjoy creating and implementing processes and procedures that uphold rigorous standards. You manage a task from start to finish.
- Exceptional communicator. You are known for your poise, tact, and diplomacy. You are comfortable in a social setting and able to confidently engage at all levels and across multiple stakeholder groups. You collaborate on projects and communicate results. You are willing to listen and learn from others.
- Detail oriented. Even though you are detail oriented, you can also see the big picture and understand how the details relate to the overall mission of the organization.
- Organization skills. Your attention to detail is supported by your organization skills. You appreciate order and know how to achieve it efficiently.
- Flexible and capable. You manage changing priorities without difficulty and get the job done.
- Confident and pleasant. You understand that everyone is a “customer” and should have a “Ritz Carlton” service experience when contacting the meetings office.
- Problem solver. You have excellent critical thinking skills, dive into the details, and know when and what questions to ask.
- Resourceful with great follow through. Whether it’s something that requires a quick turn-around or a long-term project with many steps, you take full responsibility from start to finish. When you say you’ll get back with someone, you do.
- Service-driven. You set the standard for meeting and exceeding expectations. You are responsive and committed. You are clear, tactful, and diplomatic about what’s realistic and what’s possible.
- Autonomous. You are self-motivated and work well independently. You exercise good judgement and are not afraid to make a decision, but you know when to seek input.

What’s Attractive to the Right Candidate?

- This is an opportunity for you to join a strong, innovative 75-year-old, non-profit association and learn from an experienced leadership team. In this role, you will manage all aspects of meeting planning and provide input to marketing/communications.
- Ours is a fun, fast-paced environment where you will gain a wealth of varied experience and have a great opportunity to grow your meeting planning skills.
- Your work will have a direct impact on making educational programming more efficient, effective, and meaningful for our members/participants.

- Outside of the occasional, urgent, time-sensitive matters, you will be able to leave work at work and will not be required to be “on call” once you leave the office.
- We offer a competitive salary and excellent benefits to include medical, dental, and life insurance, paid leave, holidays, 401(k) contribution, long-term insurance, and more.

To Apply

Simply email your resume to Lisa Levine, care of Katie Cutler, KCutler@eba-net.org, with **“Manager, Meetings”** in the subject line of the email. No phone calls please.