

Job description

Professional Development and Meeting Planner

General Summary:

Use your initiative and talent to develop new educational programs and plan and manage three conferences along with numerous workshops for a statewide association. Put your organizational skills and attention to detail to work guiding workgroups and volunteers to enhance the state's premier educational and networking opportunities for the library community.

The position has complete oversight and responsibility including budgeting, implementation and meeting planning for all professional development and networking events. Responsibilities also include sponsorship development.

Responsibilities:

- Develop and manage educational programs for library professionals.
- Manage all aspects of MLA's conferences including site selection, budgeting, program development and evaluation, speaker contract negotiations/agreements, special events, trade show, registration, on-site logistics, travel and housing arrangements and awards.
- Solicit and secure exhibitors, vendors, sponsorship and advertising.
- Initiate and coordinate bids for site selection and administer contracts for all conferences, meetings and workshops.
- Provide content for marketing materials and coordinate event promotion.
- Build relationships with vendors, suppliers, convention and visitor bureaus, sponsors and volunteers.
- Serve as primary staff liaison to all professional development/education committees and work groups, including recruiting members.
- Understand and support MLA's mission and have willingness to learn about libraries.
- Small office with great team of coworkers and plenty of opportunities for individual achievement as well as teamwork success.

Qualifications and Training:

- Bachelor's degree and Certified Meeting Planner Credentials.
- Experience as an event planner and experience managing a conference.
- Experience in marketing and sales.
- Excellent communication, customer service and interpersonal skills
- Proficient in Microsoft Word and Excel.
- Database experience a plus.

See our posting at <https://careers.msae.org/jobs>