

## MEETING PLANNER

Rose Li & Associates, Inc. Rockville, MD

Rose Li and Associates, Inc. (RLA), a small but rapidly growing professional services firm based in Rockville, MD, seeks a Meeting Planner who is a self-starter, happiest staying busy and responsible for a variety of tasks. The ideal candidate is equally at home interacting with clients and participants, scheduling meetings that maximize attendance, handling meeting logistics, tracking deliverables and budgets, preparing presentation materials, and summarizing meeting action items. S/he is extremely well organized, able to juggle multiple competing demands, is detail oriented, and exhibits grace under pressure. S/he will be responsible for supporting project and program teams in the conduct of small to large size government and corporate conferences and events including assisting with logistics, registration, tracking housing and transportation, and onsite support. Compensation is competitive and based on experience.

RLA is a small but growing company. We appreciate individuals who can wear multiple hats and can multitask. Do you love planning events, but long to incorporate graphic design, website management, document production, or some other skill set into your daily job? Please tell us about your "hidden talents and interests" and ways we can grow together!

### **Job Responsibilities**

#### **Planning, Organizing, and Managing Events**

- Prepare and manage event checklists and timelines to ensure proper execution
- Coordinate and conduct venue market surveys and requests for proposals
- Coordinate and manage pre-planning meetings with project team; coordinate all information for meetings and events and disseminate appropriately
- Manage event budgets
- Communicate regular updates within the department across staff teams and with external clients
- Coordinate logistics planning including agenda/program development, food and beverage menu selections, air and ground transportation arrangements, registration and housing processes, and audiovisual and technical needs
- Manage all event related materials, including website content, invitations, signage and PowerPoint presentations
- Organize, coordinate and run remote participation, including the use of online conferencing applications (e.g., GoToMeeting, WebEx, Skype for business, Zoom)
- Organize pre-onsite and post-meeting activities including speaker arrangements, confirmations, handouts, catering, room set ups, audiovisual equipment and special requirements
- Coordinate with all vendors to ensure services and materials are professional and appropriately reflect the standards required by high visibility programs
- Track attendance, registration and attendee satisfaction
- Prepare and compile routine and ad hoc status reports on group activities such as registration, housing, accounting (payables)
- Facilitate and attend site inspection meetings and provide onsite management of meetings and events to include oversight of vendors and onsite staff
- Complete post event tasks including client debrief meeting, reconciliation of expenses, evaluation of event and recommend improvements

#### **Procurement/Negotiation**

- Research venue locations using Visitors' Bureaus and commercial site search firms
- Recommend venue selection and activities that are in compliance with government contracting practices and policies and corporate procurement policies
- Optimize savings and accurately track meeting and event expenditures to stay within or below budget

## Required Competencies and Skills

- Excellent organizational skills and experience in project management
- Excellent interpersonal skills with a high level of professionalism
- Self-starter and creative problem solver
- Excellent customer service ethic and high expectations for quality
- Excellent verbal and written communication skills
- Flexible, detail oriented, and able to manage several projects simultaneously
- Ability to work in team environment and with minimal supervision
- Computer skills to include Microsoft Word, Excel, PowerPoint, Outlook

## General and Administrative/Corporate Support

- Developing and maintaining electronic master files (SharePoint) for all meetings supported
- Providing proposal development support, as required
- SharePoint experience a plus

## Minimum Qualifications

- Bachelor's Degree
- 3-5 years meeting planning experience
- CMP or CGMP a plus
- Government experience and knowledge of Federal Acquisition Regulations and 508 compliance a plus
- Experience with CVENT, Event Brite and other online registration software
- Experience with SharePoint a plus
- Candidate must be able to pass a background/credit investigation

## About Rose Li and Associates, Inc. (RLA)

Rose Li and Associates, Inc. is a woman- and minority-owned small business specializing in science writing, research and analysis, conference services, and program management support. It received its 8(a) certification from the U.S. Small Business Administration (SBA) in October 2015. With this certification, RLA is growing in size, core competencies, and employee benefits. Therefore, the ideal candidate is excited about being part of a growing enterprise and is passionate about moving science forward, producing quality work, and supporting a team effort.

For more information about RLA, visit our website at <https://roseliassociates.com> RLA is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.

Job Type: Full-time

Experience:

- relevant: 3 years (Preferred)
- government or government contracting: 2 years (Preferred)

Education:

- Bachelor's (Preferred)
- CMP, CGMP (Preferred)

