



Project / Meeting Coordinator

Rose Li and Associates, Inc. (RLA), a growing professional services firm based in Rockville, MD, seeks a full-time Project / Meeting Coordinator.

If you are looking for a 9-5 position where each day follows a similar routine with repeated processes, this is likely not the right fit. But if you're excited at the prospect of constantly learning and improving on what's already in place, or even being the one to write out processes for the first time, keep reading.

It may be a cliché, but it's true in this role: you'll wear a variety of hats and be expected to be a jack of all trades. Perhaps eventually a master in one or two, but the one trait you should already possess is the desire to make people and things around you better.

As a Project Coordinator at RLA, you will be responsible for supporting a wide range of client-facing and internal meetings and projects. You should be excited about being part of a growing enterprise and passionate about moving science forward, finding innovative solutions, and supporting a team effort. If you're still interested after you've read the description below, we invite you to apply.

You may be a strong candidate if you have experience in any of the following areas:

- Working effectively in an undefined role in a small, growing organization
- Hosting and managing virtual meetings
- Planning or supporting organizational IT needs
- Coordinating meetings or managing events for federal government agencies or organizations

Please read the responsibilities below as a limited sample of the types of tasks you may be required to fulfill. It is equally likely that much of your time may be spent supporting, leading, or coordinating work not described or listed.

Job Responsibilities

Meeting Coordination

- Develop RFPs and review agreements for vendors / contractors
- Pre-event planning, venue identification, and client communication
- Management and execution of all logistical support and reporting requirements

Virtual Meeting Support

- Make recommendations to clients for appropriate virtual meeting platforms
- Manage, host, and provide technical assistance during virtual meetings
- Keep updated on industry and technology trends

Communication & Outreach

- Develop and manage event communication plans
- Participate in corporate marketing efforts to identify areas for growth
- Assist in preparation of proposals

Team Support

- Assist in developing departmental guidelines, standards, and composition to deliver highest quality services and events
- Mentor and collaborate with both junior and senior staff
- Identify and implement strategies to increase efficiency and/or productivity



Job Qualifications

Required Skills & Experience

- Strong verbal and written communication skills
- Strong critical thinking and problem-solving skills
- Strong organizational skills and ability to prioritize and complete multiple tasks simultaneously, on time, and with limited oversight
- Meticulous attention to detail
- Proficiency with Microsoft Word (including templates, styles, and layout functions), Excel, PowerPoint, Outlook, Adobe DC Pro, etc.
- Ability to research, adapt, and implement new technologies quickly
- Ability to meet and maintain requirements for at least a public trust level clearance
- Ability and willingness to commute regularly to Rockville office, attend meetings throughout the greater Washington, DC area, and travel across the US as required (less than 5% of the time)
- 3+ years professional work experience in a customer-facing position, with at least 1 year in an event management or support capacity

Education

BA/BS from an accredited four-year institution, or equivalent work experience

Desired Skills & Experience

- Experience supporting federal clients
- Experience building and managing project budgets
- Experience with both in person and virtual meeting support
- Experience in building internal tracking and reporting systems for use across teams
- Ability to provide both internal (employee) technical support and external (client) consultation and advice on appropriate technology platforms

Compensation and Benefits

RLA offers competitive compensation, based on experience. Our benefits package is generous and includes paid time off, all federal holidays, health insurance, short-and long-term disability and life insurance, 401(k) company match, and profit-sharing plan.

Application Process

Qualified applicants will complete at least one screening interview and several in-person/video interviews.

About Rose Li and Associates, Inc.

(RLA) Since our inception in 2003, RLA has developed a reputation for delivering outstanding research and writing services to research-centric organizations, with a focus on biological, health, and social sciences. We are a woman- and minority-owned small business specializing in science writing, research and analysis, conference services, and program management support. 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, ethnicity, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.