The position assists in event planning and logistics for meetings, trainings and conferences. Works on the negotiation of rates, providers, venue arrangements and all details of event planning.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Site research, hotel and venue site visits, basic comparative cost and price analysis of properties researched.
- Plan, develop and prepare programs and services according to IDF requirements.
- Coordinate and execute services for events, such as participant flights, accommodation, ground transportation, catering/menu selections, audio-visual equipment, off site meals and activities and any other special requirements.
- Negotiate prices and agreement terms with selected vendors and present pricing to management for approval.
- Oversee speaker invitations.
- Meet with organizing committees to plan and develop programs and agendas.
- Train, and supervise volunteers and support staff required for events. (Details: Work with volunteers who want to manage the IDF exhibit, meet and greet and other duties. Also, would create a detailed agenda for each IDF staff attending the event listing duties throughout the event.)
- Organize registration of event participants
- Track budgets to ensure revenue and expenses are kept within established boundaries and reconcile event bills.
- Assert compliance with the corporate travel policy.
- Attend assigned off-site events to ensure that vendors comply with the terms of the event contracts and assist to attendees needs.
- Conduct post-event evaluations to determine how future events could be improved.
- Maintain quality relationships with existing vendors and research new vendors who can provide more cost effective and creative services that meet organizational standards.
- Travel required for on-site hotel inspections, congresses and meetings.
- Occasionally staff patient education meetings and family conference days and present on the organization’s activities
- Interact with patients, family members, medical professionals and industry representatives
- Periodic travel is required
- Flexible hours to manage occasional weekend events
- Other duties as assigned.
OTHER KNOWLEDGE/SKILLS

- Computer literacy with proficiency in MS Office
- Strong interpersonal skills with the ability to work independently, as well as in a team with personnel at all levels in a fast paced environment.
- Excellent written and verbal communication skills including the ability to present to groups.
- Self-starter with strong work ethic and the ability to exercise good judgment.
- Strong organizational, analytical, and problem-solving skills with the ability to make structured decisions on a routine basis.
- Ability to effectively prioritize and manage multiple tasks to meet targeted deadlines.
- Creativity and flexibility as well as a positive, professional attitude are needed.

EDUCATION / EXPERIENCE

- Bachelor’s degree
- One to three years of experience in travel industry, or equivalent combination of education and experience

Please submit your cover letter and resume to: hr@primaryimmune.org.