



## Manager, Events and Education

**Full-Time / Exempt**

**Salary:** \$60,000 - \$70,000

**Location:** Remote

**Travel Expectation:** Minimum, less than 15%

**Report to:** Senior Director, Events and Education

The Manager of Events and Education will be responsible for planning and executing in-person, virtual and hybrid conferences from small meetings to large conventions as guided by the Senior Director, Events and Education. This event expert will collaborate cross-functionally to accomplish event strategies.

The position requires extensive internal and external customer service, organizational and time management skills, attention to detail, as well as excellent interpersonal and written communication. This nonsupervisory position is a remote position.

**Responsibilities:**

- Serve as an active member and resource to cross-functional planning teams while fostering a collaborative team environment. Work as the glue with internal and external stakeholders to bring meeting-related information in a way that connects in a cohesive manner
- Update KCAmeetings.org regularly with event content and event videos
- Coordinate, execute details and provide on-site logistical support for conferences, including but not limited to registration, faculty, housing, travel arrangements, catering, exhibits, audio-visual needs, signage and printed materials, awards, badges and other KCA collateral
- Oversee speaker arrangements, speaker portal tasks, and communications with invited faculty
- Review marketing plan for program promotion and coordinate with Director of Communications for email drafts/content
- Work closely with virtual platform vendor to build events to provide a positive and interactive attendee experience in line with KCA programming learning objectives and goals, continuously improve all aspects of the end-to-end customer journey, and drive internal efficiencies
- Oversee the development and execution of the abstract program, including abstract submitter setup, launch, promotion, submission management, and customer service; abstract submission grading and placement; abstract notifications and facilitation of presentation prep and execution
- Maintain organized, cohesive records of activities for each meeting, including summary reports for management for internal and external use for the Meetings department

**Education and Experience Requirements:**

- Must have received or be willing to receive the COVID-19 vaccination by the date of hire to be considered
- 4+ years in a conference management role, required
- Extensive experience in conference marketing
- Experience with continuing medical education accreditation and programming, 1+ years required
- Medical meetings experience a plus, 1+ years preferred
- Abstract management experience a plus
- International conference experience a plus

- Hybrid meeting experience
- Virtual platform experience
- Ability to travel domestically and internationally (10-15%), as required.
- Strong written and oral communication skills; ability to communicate professionally and collaborate effectively across all levels of the organization
- Ability to work remotely

Interested candidates should apply at <https://www.linkedin.com/jobs/view/3234568392/>.