EVENTS COORDINATOR

Position: Events Coordinator
Reports to: Chief of Operations
Status: Salary/Exempt
Terms: Full-time
Location: Atlanta, GA

POSITION SUMMARY
The Events Coordinator is a self-motivated, energetic, and personable professional experienced in handling a broad range of responsibilities related to the organization’s events, including meetings, forums, workshops, and the annual accreditation conference. The right individual will require the experience and desire to take full ownership of their role, from sourcing to securing venues, planning and successful execution of ACEN events from pre- through post-event activities. Other responsibilities include but are not limited to working with the annual accreditation conference planning committee, event registrations, vendors and sponsors procurement, attendee communications, event websites, and data collection/entry; assist with related marketing and promotions, and social media and email/messaging campaigns.

RESPONSIBILITIES
• Plan and manage the calendar of events, including but not limited to conferences, meetings, forums, workshops, exhibits, and presentations
• Source venue options considering location, cost implications, and marketability
• Submit requests for proposals (RFPs) specific to event details and requirements, follow-up, and present proposals to management for consideration
• Negotiate and secure event contracts including but not limited to venue, food and beverage, audio visual, event management tools, and other event services
• Organize and retain files, contracts, and records for all events
• Monitor event activities to ensure satisfaction of participants and resolution of any problems that arise
• Collect and analyze post-event evaluations and ensure compliance with approved terms for awarding contact hours for educational activities
• Prep, ship, and track shipment of materials for events; plan and coordinate deliveries and return shipments
• Edit and format Microsoft PowerPoint presentations and other printed and handout materials.
• Develop and maintain event websites, sponsor and exhibitor prospectus, and mobile app using an Event Management System (EMS)
• Coordinate the orientation and onboarding of speakers, presenters, guests, VIP, Commissioners, and volunteers to their roles and responsibilities related to ACEN events
• Take charge of building and managing event registrations, confirmations, notifications, and other communications to event participants and attendees through the EMS
• Prepare weekly report event updates, trends, and patterns on attendee and vendor registrations
• Collaborate with the Communications Coordinator in the development of promotional
materials for events; publicizing events and promoting attendance
- Source promotional and branding solutions, printing, and other event related materials
- Serve as the ACEN liaison and point of contact at event venues
- Logistic and resource planning for events, including setup of meeting rooms and audio/visual requirements, staff and volunteer assignments, food selection, incentive programs and activities, transitions and flow
- Monitor organizational compliance with local laws and regulations including but not limited to permits, waivers, liability insurance, and fire, hazard, and safety ordinances
- Coordinate services for events, such as accommodation and transportation for staff and/or participants, facilities, catering, signage, displays, special needs requirements, and event security as needed
- Participate in pre-conference meetings with venue key personnel and staff to confirm event details and inspect facilities to ensure specifications are met
- Review event invoices for accuracy and take corrective measures to resolve errors or inconsistencies prior to authorizing of payment
- Provide administrative support for event steering committees and subcommittees
- Respond to event related inquiries
- Other duties as required

QUALIFICATIONS
All of the following are required critical elements to be considered for the position.
- Baccalaureate degree preferred
- 2+ years of related experience in meeting, events, hospitality, or related field
- Experience in coordinating varied event experiences including live, hybrid, and virtual events
- Practical experience with CVENT Event Management Software or similar resource
- Proficient in Microsoft Office Suite (Word, Access, Excel, PowerPoint)
- Excellent organizational and time-management skills
- Ability to perform in team-oriented environments as well as work independently with minimal supervision
- Strong interpersonal, written, and verbal communication skills
- Capable of adjusting to changing priorities and deadlines
- Professionalism, loyalty, dependability, punctuality, and ability to maintain confidentiality

COMPANY OVERVIEW
The Accreditation Commission for Education in Nursing (ACEN) supports the interests of nursing education, nursing practice, and the public by the functions of specialized accreditation for all levels of nursing education and transition-to-practice programs located in the United States, U.S. Territories, and internationally.

The ACEN is situated within walking distance of both Phipps Plaza and Lenox Square mall. With a free parking pass or MARTA pass provided to every employee, shopping and enjoying the heart of Buckhead is a bonus on top of all the great benefits listed below. The office building is elegant and secure, with magnificent views of the city.

BENEFITS
- Paid Time Off which includes Annual PTO, which is accrued based on tenure, a Carryover Bank which may carry over unused Annual PTO, and Personal Bank PTO which can be taken without designating the time as sick leave, vacation, or a personal day.
- All employees are entitled to eight (9) paid legal holidays per calendar year.
- Health, Vision, Dental, Accidental Death and Dismemberment, and Life Insurance as well as Short- and Long-term Disability Insurance and Worker’s Compensation.
- Bonus Pay, which is determined based on ACEN’s annual operational revenues/expenditures.
- Employee Assistance Program offered.
- Free parking pass or MARTA pass
- Employer matching retirement 401K Plan

**COVID-19 VACCINATION REQUIREMENT**

The ACEN requires evidence of being fully vaccinated and boosted with an FDA approved COVID-19 vaccine prior to beginning employment.

ACEN is an equal opportunity employer.