



## Meetings Coordinator

The Association for Research in Vision and Ophthalmology (ARVO), headquartered in Rockville, MD, is the largest and most respected eye and vision research organization in the world. ARVO supports its 11,000 members in over 75 countries as they advance research to prevent, treat and cure diseases of the eye and visual systems.

We have a new opportunity for a Meetings Coordinator to join our team and support ARVO's busy Meetings department. This position reports directly to the Chief Officer, Meetings and Community Engagement, and works closely with ARVO Meetings staff and other departments in the context of ARVO's meetings.

### Key duties include:

- Assists ancillary groups (outside of ARVO) to arrange meeting space and logistical arrangements in participating Annual Meeting facilities.
- Reviews requests for ancillary group events per ARVO policies.
- Acts as the liaison between the ancillary group event organizers and convention center/hotel contacts when needed.
- Assigns meeting space, issues invoices, etc. to ancillary groups.
- Maintains records of ancillary groups/events.
- Coordinates Annual Meeting shipment and supplies
- Orders and organizes Ribbons and VIP amenities
- Coordinates staff travel arrangements and on-site attire orders
- Assists with invited speaker arrangements and reimbursements for all meetings
- Works with Marketing and Communications department to update the Annual Meeting website
- Coordinates internal meetings logistics (AMPC, Board of Trustees, etc.)
- Provides administrative support of small meetings function (preparing badges, materials, etc.)
- Coordinates catering orders for office functions



### **Qualifications include:**

- Associates degree and/or comparable work experience preferred
- 1-3 years of experience with general administrative tasks
- Demonstrated proficiency in handling multiple tasks and projects simultaneously
- Strong time management skills and adherence to deadlines
- Previous experience with data management through spreadsheets or simple databases is desired
- Excellent written and verbal communications skills; strong organization and interpersonal skills
- Proficient with MS Office suite, particularly Word and Excel.

### **What we offer:**

ARVO is committed to supporting our employees by providing competitive compensation, outstanding benefits, and professional development opportunities. We offer comprehensive medical, dental, life and disability insurance, FSA/HSA, matching retirement savings, telework \*(3 days per week), flexible work schedule options, and more.

\*ARVO offers the option of 100% telework through December 31, 2021. Beginning January 3, 2022, we will operate on a 3 days per week telework basis.

For consideration, please submit your resume including a cover letter stating your salary requirements to [hr@arvo.org](mailto:hr@arvo.org). Learn more about ARVO at [www.arvo.org](http://www.arvo.org)

ARVO values diversity and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any other basis protected by law.