

Position Title: Junior Meeting Coordinator

Date Available: Immediately

Company: CASSS

Brief Description of Company/Position: CASSS (formerly known as the California Separation Science Society) is a not-for-profit professional membership society made up of industry, academic and regulatory professionals in the field of separation science world-wide. CASSS organizes scientific symposia, maintains an informative web site and publishes a quarterly newsletter.

Responsibilities: Primary responsibilities include, but are not limited to:

- Assist meeting planners with all phases of meeting logistics, including
 - Correspondence with speakers, exhibitors and sponsors
 - Create and monitor all exhibitor and sponsor registration forms
 - Track all exhibitor and sponsor registrations
 - Send all promotional codes and monitor speaker registrations
 - Assign exhibit space
 - Create name badges, attendee rosters and event tickets
 - Monitor/track rooming lists
 - Monitor abstract submissions, respond to questions from submitters, prepare reports/downloads for Symposium Manager and Volunteers
 - Download and prepare abstracts for merge into preliminary program
 - Assign session numbers
 - Prepare preliminary meeting agendas and/or BEOs
 - Prepare and ship conference supplies
 - Assist with on-site registration (when needed)
 - Respond to inquiries from attendees and others
- With supervision/guidance, take lead role in coordinating smaller meetings, possibly including CASSS Discussion Groups, Webinars, and/or the FFF Symposium
 - Lead Committee teleconferences
 - Prepare Agenda before each meeting and send Meeting Minutes after each Teleconference
 - Orchestrate locations for evening and lunch meetings
 - Help to develop yearly discussion group calendar
- Perform other duties as assigned.

Qualifications Required:

- Exceptional time and organizational management skills
- Self-motivated and able to grasp new concepts quickly
- Ability to work independently and as part of a team
- Ability to work quickly and accurately
- Excellent verbal and written communications skills
- Strong computer skills and an aptitude to learn new programs. Proficient with MSOffice (Word, Excel and Access.) Some knowledge of and experience with HTML helpful
- At least 3 years of directly related experience; ability to demonstrate achievements

Education: 4-year degree preferred

Salary Range & Benefits: \$42,000 - \$50,000 DOE

Location of Position: Emeryville, California

Is a Relocation Package Available: No

To Apply Please Contact: Karen A. Bertani, CMP, Director of Meetings

Contact Email: kbertani@casss.org

Contact Phone: 510-428-0740

Additional Information: No phone calls please.