

Position Title: Admin/Event Coordinator

Date Available: Immediately

Company: Meeting Possibilities, LLC

Brief Description of Company/Position: An Association and Meeting Management company with association, non-profit and corporate accounts. Position is full-time, 40 hours/week; activities will be performed in the San Ramon office and onsite at events. Admin/Event Coordinator will provide support for association clients.

Responsibilities: Responsible for supporting the planning, organizing, management and administration of the various conferences, seminars, trade shows and special events conducted by and for association clients. Admin/Event Coordinator serves as the liaison with association committees and works closely with association Executive Director.

Qualifications Required:

- Effective written and verbal communication skills required.
- Candidate must have the ability to prioritize multiple projects in a fast-paced, multi-faceted, creative environment and must be able to work well under pressure.
- Meticulous organizational abilities.
- Ability to adapt to unforeseeable challenges and opportunities with a solution-oriented perspective.
- Interact with association members and industry professionals.
- Computer skills required. PC-based, Microsoft Office software.
- Other desirable computer skills: FileMakerPro, InDesign, Photoshop and/or Cvent a plus.

Education: Bachelor's degree preferred. CMP a plus.

Salary Range & Benefits: DOE

Location of Position: San Ramon, CA

Is a Relocation Package Available: No

To Apply Please Contact: Kelvin Nanney, CMP – Reference "EC/Admin 08-10" in subject line.

Contact Email: kelvinn@meetingpossibilities.com

Contact Phone: (925) 355-1926

Additional Information: Experience working with volunteers a plus.