

<b>Job Title:</b>	Meetings and Education Assistant	<b>Reports to:</b>	Senior Manager: Meetings and Events
<b>Department/Group:</b>	Meeting and Education Departments	<b>Date posted:</b>	June 18, 2021
<b>Location:</b>	Chicago, IL	<b>Travel Req'd:</b>	7-10 days (6 days for Annual Meeting)
<b>Direct Reports:</b>	None	<b>Position Type:</b>	Full Time

#### Job Description

##### POSITION OVERVIEW

The Meetings and Education Assistant reports to the Senior Manager of Meetings and Events, provides administrative and project-based support to the meeting and education departments with primary focus on activities related to planning and producing the Annual Meeting and related resources. With a small, Chicago-based staff and several remote employees, we move nimbly and work collaboratively. We value excellence and inclusivity, all in service of improving the lives of people with epilepsy.

##### ROLE AND RESPONSIBILITIES

- Assist and support the meeting and education departments with administrative and project-based tasks.
- Work closely with Meeting and Events team to prepare and maintain management and project support tools and reports, including but not limited to:
  - Daily on-site task assignments spreadsheet
  - Meeting space overview chart
  - Promotional code grids and supporting instructions for distribution to attendees and volunteers
  - Approved travel manifest and supporting instructions for staff, vendors, and volunteers
  - Assist with organization and tracking of various logistical needs for in person meetings (Annual Meeting or in office meetings), including food and beverage orders; organization and inventory of management freight for Annual Meeting; Annual Meeting infrastructure support (including social events, ordering, and proofing of signage, attendee special requests, sponsorship collateral, etc.)
- Contribute to review and proofing of Annual Meeting website and printed materials including assuring accuracy of meeting logistics and education program information.
- Provide on-site support for meetings and events and education at Annual Meeting.
- Under guidance of education managers, update the Annual Meeting Speaker Management System with current year information including assisting with development of the faculty spreadsheet for import in the system.
- Set-up CME reviewer assignments in the online review system for all CME presentations at the Annual Meeting.
- Coordinate stipend payments, travel support and complimentary registration for Annual Meeting faculty.
- Maintain faculty and session history in the Association Management System.
- Other duties as assigned.

##### QUALIFICATIONS AND EDUCATION REQUIREMENTS

Bachelor's degree preferred. Minimum one (1) year office experience, preferably in an association or non-profit setting. Medical meetings experience a plus. Seeking a fast learner with strong organizational and administrative skills, ability to self-manage assigned work, and comfortable working under competing deadlines. Able to work well with staff, volunteers, and vendors at all levels. Exercises good judgment and problem solves. Flexible, capable of multi-tasking.

##### PREFERRED SKILLS

- Ability to take a pro-active, self-directed approach to projects.
- Strong verbal and written communication. Able to communicate across organization levels; able to convey complex information clearly.
- Ability to work within a small team structure with excellent customer service (internal and external).
- Detail-oriented, ability to multi-task, ability to work independently on assigned tasks
- Problem-solving and collaborative attitude. Friendly demeanor and positive attitude.
- Demonstrates initiative and takes ownership for assigned work and work product.

- Ability to complete projects on assigned deadlines.
- Technical competence and/or comfort learning the following:
  - Microsoft Office Suite including Word, Excel, and PowerPoint
  - Adobe Acrobat for PDF documents
  - SurveyMonkey (or related survey software)
  - Abstract Management Systems
  - Speaker Management Systems

**AES VISION**

The vision of the American Epilepsy Society is to eradicate epilepsy and its consequences.

**AES MISSION**

The mission of the American Epilepsy Society is to advance research and education for professionals dedicated to the discovery, prevention, treatment, and cure of epilepsy.

**AES VALUES**

- We are dedicated to improving the lives of people with epilepsy.
- We embrace innovation as a foundation for a better future.
- We prioritize inclusivity, diversity, and equity as an inter-professional community.
- We value collaborating with other organizations that are aligned with our mission to achieve greater results.
- We operate with fairness, transparency, and integrity, and strive for excellence in everything we do.

*AES is an Equal Employment Opportunity employer. Equal Employment Opportunity is a fundamental principle of the American Epilepsy Society, where employment is based upon personal capabilities and qualifications without discrimination based on race, color, sexual orientation, gender identity, religion, sex, age, national origin, military history, disability, genetic information, or any other protected status. This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment. The American Epilepsy Society prohibits employee conduct that results in discrimination. Each manager and supervisor are responsible for implementing and supporting this policy. Anyone who violates another's rights in any of these areas is subject to dismissal. Discrimination is not tolerated in any form by AES and appropriate disciplinary action may be taken against any employee violating this policy.*

Approved By:	Eileen Murray	Date:	June 16, 2021
Last Updated By:	...	Date/Time:	...