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## JOB DESCRIPTION

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**TITLE:** Meeting Coordinator

**DEPARTMENT:** Executive Office

**EMPLOYMENT STATUS:** Full-Time

**FLSA STATUS:** Exempt

**REPORTS TO:** Associate Deputy Director

**EFFECTIVE DATE:** June 15, 2026

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### **JOB SUMMARY:**

Coordinates ALI meetings and events, including project meetings, Council meetings, and Annual Meetings of the ALI membership (approximately 15-20 per year; other than Annual Meetings, most meetings are held at the ALI Conference Center).

### **ESSENTIAL DUTIES:**

*The following is a list of essential duties, which may be subject to change at any time and without advance notice. Management may assign new duties, reassign existing duties, or eliminate a function.*

- Creates and updates meeting information on the ALI website.
- Prepares and sends meeting notices by email, including save-the-date, registration, and confirmation notices.
- Monitors registrations and follows up by email or phone with invitees who have not responded.
- Tracks dietary and special-need requests.
- Selects menus; orders catering and other food and meeting supplies.
- Prepares and updates rooming lists for hotels, if applicable.
- Books travel and hotel rooms for ALI officers and staff using corporate points.
- Tracks and manages schedules for hotel and vendor deposits and cut-off dates for room blocks.
- Prepares materials, including signage, name badges, name tents, place cards, and sign-in lists. Prepares shipments for offsite events.
- Staffs meetings and events, including performing registration-desk duties, arranging dinner seating, and overseeing AV vendors, food and beverage service, catering and other deliveries, and clean-up.
- Sets up Zoom meetings for hybrid and virtual meetings, serves as Zoom host, and admits attendees.
- Operates Zoom Room and AV features of the ALI Conference Center.
- Monitors activities at in-person and virtual meetings to address any problems that arise.
- Reviews invoices for accuracy; ensures receipt of credit-card payment receipts or submits invoices to accounting department for payment.
- Reviews expense-reimbursement requests for accuracy and compliance with ALI's guidelines, follows up with attendees as needed, and submits requests to accounting department for payment
- Updates attendance records after meetings.
- Maintains retrievable electronic records about meetings and events and provides comparative attendance, expense, and other data as requested.
- If requested, researches locations and venues for offsite events, prepares RFPs, and reviews and compares responses.
- Assists with selecting hotels for guest-room blocks and venues for dinners.

*DISCLAIMER: The information included in this position description is designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.*

- Reviews and negotiates contracts with hotels and service providers, in consultation with the Associate Deputy Director.
- Perform other related duties as assigned to meet organizational goals and objectives.

### **QUALIFICATION REQUIREMENTS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Education and Experience:**

- Bachelor's degree and at least three years of experience as a meetings coordinator or assistant.
- Experience with corporate, university, or law-school events.

#### **Other Skills/Abilities:**

- Excellent organizational skills and attention to detail and accuracy.
- Ability to organize, track, and perform multiple tasks while meeting deadlines.
- Resourcefulness, and ability to anticipate and recognize problems and to offer possible solutions.
- Ability to be a hands-on problem solver to address issues.
- Ability to exercise good business judgment, diplomacy, and tact.
- Ability to travel and to be flexible with work schedules, including working early in the morning, late in the evening, and on weekends as needed.

#### **Language Skills:**

- Command of English grammar and spelling.
- Ability to write and proofread routine correspondence.
- Ability to read and interpret instructions and contract provisions.

#### **Mathematical Ability:**

- Ability to add, subtract, multiply, and divide with use of a calculator or otherwise.
- Ability to reconcile invoices with contracts and internal records.

#### **Technical Skills:**

- Proficiency in Microsoft Word, Outlook, Excel, and Teams. Experience with Higher Logic/Informz communications platform a plus.
- High level of proficiency in using Zoom for events; experience with Zoom Rooms a plus.
- Experience with using a member- or customer-management system. Experience with iMIS a plus.
- Familiarity with the use of AV equipment such as microphones, cameras, and display screens.

### **PHYSICAL REQUIREMENTS:**

- Prolonged periods of sitting at a desk and working on a computer.
- Ability to stand, walk, bend, kneel, and crouch at meetings and events.
- Ability to lift and move up to 25 pounds at times.
- Ability, or willingness to be certified, to perform CPR and use a defibrillator.

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