



MARYLAND ASSOCIATION OF COUNTIES, INC. (MACo)  
**MEETINGS AND EVENTS COORDINATOR**  
**INFORMATION / APPLICATION PACKET**

- I. Advertisement
- II. MACo Background
- III. Meetings and Events Coordinator Position Responsibilities

**Application materials, as detailed below, should be submitted to:**

[lvelasco@mdcounties.org](mailto:lvelasco@mdcounties.org)

Please include “Meetings & Events Coordinator Application - your name” in the subject line of the email. Attachments should contain your resume, including educational background; work experience, emphasizing work experience relevant to the position; and references, limited to three, including their contact information.

The submittal should also include a cover letter detailing present salary, desired salary with justification, any other relevant experience or training, and the reasons the applicant feels he/she is qualified for the position. Candidates are invited to include any work product (written work, description of events previously managed, etc.) that may assist the Association in evaluating the application.

**An email response will be sent to verify the receipt of each application**

**Complete applications must be received by 4:30 p.m. November 29**

## **MEETINGS AND EVENTS COORDINATOR**

*The full-time position of Meetings and Events Coordinator is available at the Maryland Association of Counties, an Annapolis-based trade association representing Maryland's county governments. Principal responsibilities include coordinating conference/event logistics, including site selection, program development, vendor relations, and general event oversight to ensure highly regarded and effective meetings and conferences. The successful candidate possesses excellent planning, organizational, communication and written skills; can accomplish many and varied tasks, and has good interpersonal skills to communicate with members, staff, attendees, presenters, and vendors; is a team player who is flexible and adaptable to shifting roles and responsibilities, and who can succeed with minimal guidance and oversight. Requirements include a bachelor's degree, computer proficiency, some relevant work experience preferred, familiarity with Maryland state and local government a plus. Salary is negotiable based on qualifications, with generous benefits provided.*

*Interested parties should refer to [www.mdcounties.org](http://www.mdcounties.org) for application process, greater position & benefits detail, and MACo background. Completed applications are due by November 29, 2010.*



## **THE MARYLAND ASSOCIATION OF COUNTIES**

The Maryland Association of Counties, Inc. (MACo), is composed of the elected governing officials of the 23 Maryland counties and Baltimore City. Its members are active members. They work in committees and conferences to determine Association policy and positions on executive and legislative proposals; they select Association officers and directors; and they are continuously exchanging helpful information and ideas.

The Association's goal is the promotion and advancement of the general well being of the citizens of Maryland through efficient, effective, and responsive county government. This objective is carried out through a program of information and representation.

Its dissemination of information includes annual and periodic meetings, seminars, and conferences; ongoing publications, the website, regular legislative reports, and bulletins; research and technical assistance. It serves as a clearinghouse for information pertaining to county government in Maryland.

The Association represents the collective viewpoint of the 23 counties and Baltimore City before the Governor, the General Assembly, the administrative officials of the executive branch, and the decision-makers of the Federal Government. It insures that the collective voice of the elected officials is heard whenever there is a discussion of the myriad programs and problems affecting them. In short, it is the voice of county government in Maryland.

For more information about MACo, visit our website at [www.mdcounties.org](http://www.mdcounties.org).



**POSITION TITLE:** MEETINGS AND EVENTS COORDINATOR

**ORGANIZATION:** MARYLAND ASSOCIATION OF COUNTIES

**POSITION REPORTS TO:** EXECUTIVE DIRECTOR

**SUMMARY:**

Serves as primary director of conferences and events for the association. Acts as an integral team member in the legislative efforts of the association as well as other opportunities as assigned. Position is full-time.

**ROLE/RESPONSIBILITIES:**

- Coordinate all aspects of major conferences, and various meetings and events (pre-planning, onsite execution and post event wrap up).
- Responsible for meeting site selection, hotel, convention center or other facility contract negotiation, and on-site direction of Association staff and facility personnel.
- Prepare function profiles based upon program, contract AV, catering, entertainment and other vendor services as needed.
- Work with staff on speaker bios, session descriptions, presentation materials, etc. for the purpose of creating an onsite program.
- Coordinate travel, lodging and expenses for participants traveling to meetings or other business travel as needed.
- Maintain conference history on registration, meal counts, and other statistics
- Write and edit program session descriptions, titles, moderator scripts, officer reports, and annual business meeting minutes.
- Create and manage budgets including monitoring revenue/expense performance, and collection of registration and/or exhibit fees.
- Adapt to crisis situations, changing procedures, methods or processes.
- Develop and maintain solid relationships with facility, catering, AV, and other staff at conference locations.
- Contribute to overall team success by identifying problems and proactively seeking out methods to improve self performance and/or efficiency of an operation or task.
- Travel and work overtime as needed to attend events and meetings.
- Provide additional support and outreach as part of Association's advocacy efforts during legislative session of General Assembly, and otherwise as needed
- Perform other Association projects as assigned.

**QUALIFICATIONS:**

- Bachelor's degree required.
- 3-5 years total professional experience, additional work experience may substitute for education requirement.
- Experience in convention/trade show industry or event/meeting planning with emphasis on logistics.
- Strong computer skills to include proficiency with email and Microsoft Office products (most intensively Word and Excel) and other software relevant to Association functions (knowledge of databases, task management systems, or presentation software all a plus)
- Web proficient and ability to quickly learn and use multiple applications desirable.
- Excellent knowledge of meeting industry terminology and comprehensive knowledge of meeting planning processes.
- Demonstrated ability to self start as well as work as part of a team.
- High level of professionalism.
- Excellent written and verbal communication skills.
- Strong time management skills and ability to manage concurrent tasks efficiently.
- High level of detail orientation.
- Strong customer service skills.