Event Coordinator

About the Position:
The Commercial Vehicle Safety Alliance (CVSA) is seeking an event coordinator to support the manager of conference and event services. The successful candidate should be able to work independently, juggle multiple issues, tasks and responsibilities at a time, and enjoy working in a team environment. CVSA has a small but dedicated staff and the organization is looking to add someone who is driven with a dedication to member service to our energetic, busy team. This is an entry level position for someone interested in getting into the events industry. The ideal candidate will have 1-2 years of professional experience. Experience within the nonprofit community, with either an association or an association management company is a plus. The event coordinator will report directly to the manager of conference and event services.

Position Description:
This position oversees approximately 12 annual training events such as the Regional Cooperative Hazardous Materials Enforcement Development (COHMED) Training Sessions, Industry Driver/Vehicle Roadside Inspection Training Courses, an annual Level VI Inspection Train-the-Trainer meeting, North American Cargo Securement Harmonization Public Forums and a CVSA Board of Directors Meeting. This position also supports CVSA’s flagship events including the Annual Conference and Exhibition (AC&E), Workshop, North American Inspectors Championship (NAIC), CVSA Data Management, Quality and Federal Motor Carrier Safety Administration (FMCSA) Systems Training and the COHMED Conference, as well as other related events and activities. The ideal candidate will have a background in business, project management skills, the ability to multi-task, strong interpersonal skills and an interest in acquiring knowledge within the meetings industry. This position offers growth opportunities in the short and long term.

Position Responsibilities:
- Coordinates logistical aspects of CVSA meetings – space requirements, food and beverage, audio visual, VIP arrangements, processing of event registrations and final invoice reconciliation, etc. as assigned
- Coordinates aspects of event marketing and email communications to include eblasts and website content management and publication for assigned meetings, events and activities
- Coordinates all aspects of event registration including set up within an association management system, managing hotel blocks and rooming lists for all assigned meetings, events and activities
- Provides on-site support for CVSA conferences, workshops, meetings, events and activities
- Assists with pre- and post-convention meetings with hotels and convention center for all conferences, workshops, meetings, events and activities
- Provides courteous and professional customer service with all CVSA members, non-members, vendors/suppliers
- Travel to CVSA conferences, workshops, meetings, events and activities is required as assigned
- Other duties as assigned by the manager of conference and event services
Position Requirements/Qualifications:

- Bachelor’s degree
- 1-2 years of professional experience, preferably within the events industry and/or nonprofit community (i.e., an association or an association management company)
- Demonstrated abilities in developing and maintaining effective, positive working relationships with internal and external stakeholders
- Good organizational abilities, including the ability to manage a number of activities in a fast-paced and challenging environment
- Strong project management skills, including: planning, scheduling and communication
- Experience with or ability to learn Microsoft Office, Adobe Acrobat, WordPress, Informz, CrowdCompass, MemberSuite; experience with basic HTML is a plus
- Ability to provide exceptional customer service
- Ability to coordinate multiple projects simultaneously
- Strong attention to details and deadlines
- Exceptional verbal, written, listening and interpersonal skills
- Team orientated
- Ability to travel

Salary Requirements:
The salary for this position is commensurate with experience, plus benefits.

To Apply:
Please submit your resume with a cover letter explaining why you are interested in the event coordinator position, why you are qualified and your salary requirements to hr@cvsa.org.