



Commercial Vehicle Safety Alliance

Improving uniformity in commercial motor vehicle safety and enforcement

TRAINING AND EVENT COORDINATOR JOB DESCRIPTION

REPORTS TO: Manager of Conference and Event Services

CLASSIFICATION: Exempt/Full-Time

REVISION DATE: October 2021

SUMMARY

The training and event coordinator supports the manager of conference and event services to successfully execute CVSA events from conception through completion. This position is a critical resource that provides quality services to support the needs of the team and membership as the Alliance strives to implement the organizations strategic initiatives.

ESSENTIAL JOB FUNCTIONS

The following list of duties is not exhaustive. CVSA may also outline additional responsibilities that are not included in this job description.

- Responsible for supporting several annual training events and webinars including, but not limited to, the Regional Cooperative Hazardous Materials Enforcement Development (COHMED) training sessions, Hazardous Materials Instructor Training (HMIT) training sessions, Industry Roadside Inspection Driver/Vehicle Requirements training courses, Level VI Inspection Certification training courses, North American Cargo Securement Harmonization Public Forums and CVSA Board of Directors Meetings
- Responsible for meeting and event set-up within our association management system for all events
- Responsible for event registration management for all events
- Responsible for committee/program voting and attendee list management for all events
- Responsible for event marketing and email communications to include eblasts and website content management and publication for all events
- Responsible for determining location, site, space, transportation, administrative and vendor support requirements for all assigned events
- Responsible for meeting materials production and shipping management for all assigned events
- Responsible for negotiating and managing hotel contracts to include managing food and beverage orders and audio-visual orders for all assigned events
- Responsible for hotel rooming list oversight and management for all assigned events
- Responsible for exhibitor management for all events
- Assist CVSA's flagship events including the Annual Conference and Exhibition (AC&E), Workshop, North American Inspectors Championship (NAIC), CVSA/FMCSA Data Quality and Systems Training and COHMED Conference, as well as other related meetings, events, and activities
- Assist with aspects of the various vendor relationships and event contract management, including the request for proposal (RFP) process and the negotiations for the selection of vendors
- Assist with providing on-site meeting support for various aspects of CVSA conferences, workshops, meetings, symposiums, events, and activities, such as tent cards and templates
- Assist with pre- and post-convention meetings with hotels and convention center
- Assist with the development of policies and procedures for all events



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- Assist with conducting post-event evaluations to determine how future events could be improved

SUPERVISORY RESPONSIBILITIES

This position does not have the direct or indirect management of other employees. This position may be responsible for selecting and overseeing external contractors and vendors who provide services related to CVSA conference and event services.

MINIMUM REQUIREMENTS

- Bachelor's degree from an accredited college or university, or equivalent combination of education and experience
- Desires to obtain the Certified Meeting Planner (CMP) designation
- One year of conference and event planning experience in the nonprofit community, with either an association or an association management company
- Available for national and international travel

KNOWLEDGE, SKILLS AND ABILITIES

- Desires to obtain the knowledge and understanding of hotel, convention center and vendor contract agreements
- Desires to obtain the knowledge and understanding of best practices within the meetings industry
- Desires to obtain the knowledge and understanding of the supplier marketplace, emerging trends, and best practices in the meetings industry
- Ability to develop, plan and schedule concurrent meetings, events, and programs
- Problem-solving skills with the ability to make sound, prudent decisions
- Ability to meet deadlines of assigned deliverables
- Ability to provide exceptional customer service to members and stakeholders
- Ability to continuously demonstrate exceptional verbal, written, listening, and interpersonal skills
- Ability to develop and maintain professional internal and external relationships
- Strong organizational skills, superior attention to detail and self-motivation
- Ability to work in a fast-paced, evolving environment



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WORKING CONDITIONS

This position will be based at our headquarters office in Washington, DC and involves the routine use of standard office equipment such as computers and phones.

The position requires periodic work outside of normal business hours, as well as travel both during and outside of normal business hours.

The physical demands described here are representative of those that must be met by an employee to safely and successfully perform the essential functions of this job consistent with federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards. This position requires the ability to pack and ship conference materials that can weigh in excess of 50 lbs. each (averaging 30-40 lbs. per box).

Persons with mental and physical disabilities as defined by the Americans with Disabilities Act (ADA) are eligible for this position as long as they can perform the essential functions of the job after reasonable accommodations are made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible for this position.

EMPLOYEE ACKNOWLEDGEMENT

By signing below, I am certifying that I have read the above job description and understand the requirements, essential functions, and duties of the position. I understand that this job description is designed to be an overview of the position and is not intended to be a comprehensive list of all responsibilities and requirements. I also understand that this job description may be amended or changed at any time and for any reason.

EMPLOYEE NAME: _____

EMPLOYEE SIGNATURE: _____ **DATE:** _____

Commercial Vehicle Safety Alliance provides equal employment opportunity to all employees and applicants for employment. We prohibit discrimination and harassment of any type without regard to race, color, genetic information, religion, creed, national origin, sex (including pregnancy, childbirth, or related medical conditions), age, marital status, citizenship status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, disability status, protected veteran status, or any other characteristic protected under applicable federal, state, or local law.