



Alpha Kappa Alpha Sorority, Incorporated
5656 S. Stony Island Ave.
Chicago, IL 60637
773-684-1282

Alpha Kappa Alpha Sorority, Incorporated, the nation's oldest African American Sorority is seeking an experienced Meetings & Events Manager.

Position Responsibilities:

- Coordinate and/or assist all planning aspects of conferences, meetings, and events, including pre-planning, onsite execution and post event wrap-up within guidance provided by the Director of Meeting Planning
 - Coordinate housing, audio-visual, food and beverage, and transportation requirements
 - Manage off-site events
 - Provide on-site staff support and demonstrate flexibility and problem-solving skills to resolve situations in a professional manner
- Creates and manages a master logistics calendar and project timelines related to all meetings
 - Ensure critical deadlines, deliverables schedule, and quality standards are met
- Works with internal and external teams
 - Works with marketing and media teams to ensure each team has all pertinent information necessary for promotional materials
 - Works with local/regional volunteers in planning and implementing logistical support for meetings and events
 - Provides leadership to internal teams to ensure successful meetings and events
- Organize ancillary meeting activities and/or events
- Communicates meeting updates to all concerned parties
- Maintains accurate history of performance for all meetings
- Develop and maintain solid relationships with members of the industry and suppliers

Additional Responsibilities

- Serves as an engaged and involved team member, supports the varied experiences and perspectives of internal and external colleagues
- Supports and builds an office culture dedicated to superior customer services that exceeds member expectations
- Works within the team and among teams to ensure that decisions are made to further the organization's mission and goals
- Assumes other responsibilities as assigned

Knowledge and Skills

- Comprehensive experience in planning meetings for an organization of comparable size with excellent knowledge of meeting industry terminology and comprehensive knowledge of meeting planning, tradeshow, and housing processes
- Excellent organizational, customer service, negotiation, and team-working skills
- Self-motivated with the ability to handle multiple projects simultaneously and meet established deadlines
- Ability to implement projects independently, collaboratively, and simultaneously
- Ability to adapt and learn new software and systems

Experience

Candidates must have ten years of progressively responsible experience in meeting management.

Requirements

- College Degree
- Minimum Ten years' experience in meeting management
- Experience in contract negotiations
- Proficiency using a PC with Microsoft Office Suite
- Background screening and drug testing.

To apply, please e-mail your resume, 3 references, and a brief cover letter to careers@aka1908.com.

Please include "Meetings & Events Manager" in the email subject line. All resumes should be received not later than 5:00p.m., November 20, 2015. Please no phone calls or drop-ins.

Relocation will not be provided.