EVENTS COORDINATOR

Growing and evolving but well-established space industry society needs an energetic, creative, team player to help us build on our strengths, fix our weaknesses, and take on new challenges. A unique minimal experience or entry level opportunity! Attention to detail with excellent writing and verbal communications skills and an ability to work well in a small staff, team-oriented environment. Candidate must demonstrate initiative, a desire to grow and learn, and take ownership over their assigned project areas. Willingness and ability to perform a variety of tasks or “wear many hats”; small staff means we all do whatever it takes. It’s not rocket science, but it IS the space industry! Join us!

Responsibilities:

Primary Responsibilities – Meetings and Events:
• Manage and coordinate execution of multiple society meetings and conferences both online and in-person.
• Lead logistical efforts for events including venue and vendor evaluation and selection, budget tracking, and event execution.
• Manage event registration needs, including receiving and responding to registration inquiries, attendance tracking, and financials.
• Direct preparation and packing of materials for on-site meetings and organize pre-event meetings for staff.
• Coordinate, participate in, and document event planning meetings/calls.
• Collaborate on speaker and participant management including collection of materials, communications, and ongoing relations.

Secondary Responsibilities – Communications:
• Assist with member communications including content for website, publications and emails, membership retention activities and assisting in special projects as assigned.
• Assist with member engagement communications, including email, social media and presentations.
• Assist with updating of the AAS website on an ongoing basis, with focus on event and news pages.
• Assist with AAS social media activities on multiple platforms to communicate to and engage with member and non-member audiences about AAS activities, news, and offerings.

Other Responsibilities:
• Answer phone calls to the main AAS line, including answering inquiries, directing callers to the appropriate persons or resources, and helping to resolve constituent challenges.
• Respond to general emails in a timely manner to enhance the member experience, and serve as backup to other email inboxes, as needed.
• Serve as membership CRM/database administrator, collaborate on records updates.
• Make outbound calls for follow-up and to support member success.

Assume other responsibilities, as assigned.
Skills and Experience:
- Strong written and oral communication skills
- Strong telephone etiquette skills
- Strong customer service orientation, with the ability to actively listen, elicit information, comprehend customer issues/needs and recommend solutions
- Proficient in social networking sites (Facebook, Twitter, Linked-in, Instagram, etc.)
- Effective organizational, multitasking, and prioritizing skills
- Ability to be an excellent team player as well as work independently with minimal supervision.
- Strong attention to detail and accuracy skills
- Ability to manage multiple projects at once and move projects ahead efficiently
- Proficiency in Microsoft Office tools (Outlook, Word, Excel, PowerPoint) and comfort working in databases
- Must be able to lift up to 30 pounds and physically capable of arranging rooms for events
- Ability to travel 3-5 times per year (4-7 days per trip)
- Full-time
- Entry level to two years of experience. One to two years association or non-profit experience is preferred. New college graduates with an exceptional academic record and relevant intern experience are welcome to apply.
- Required Education: Bachelor’s (four-year) degree
- Compensation commensurate with skills and experience.

Reports to: Executive Director

Apply at jobs@astronautical.org.

About the American Astronautical Society
The American Astronautical Society is the premier network of current and future space professionals dedicated to advancing all space activities. Founded in 1954, AAS has long been recognized for the excellence of its national meetings, technical meetings, symposia and publications and for their impact on shaping the U.S. space program. Members have opportunities to meet with leaders in their field and in related disciplines, exchange information and ideas, discuss career aspirations and expand their knowledge and expertise.