



Position: Programs and Conference Coordinator

Responsibilities

The Programs and Conference Coordinator reports to the CEO and supports the Association's members through program management, events, newsletters, and outreach efforts. Responsibilities include:

- Coordinate monthly meetings for multiple committees, sending invitations, managing registration, ordering meals, and distributing agendas and other materials
- Manage Training and Membership Committees, coordinating training development and new membership outreach
- Coordinate the annual Conference, managing exhibitors/sponsors, attendees, and speakers, along with venue staff
- Provide support and assistance to the CEO
- Managing member engagement through email campaigns
- Research and compile newsletter material, and create and distribute the bi-weekly newsletter
- Record minutes at the Executive Committee and Board of Directors meetings
- Manage accounting, including invoicing and accounts payable
- Maintain and update the website, calendar, and social media accounts
- Manage intern program and develop tasks
- Represent the organization at partner and community meetings
- Answering the phone and responding to emails in a timely manner
- Order and maintain office equipment/supplies
- Assist with program expansions as needed

Qualifications:

- Bachelor's degree required
- At least 1-2 years of experience in an administrative/communications position
- Ability to multi-task with little supervision
- Self-starter, detail-oriented, and organized
- Excellent interpersonal, written, and oral communication skills
- Comfortable working in a small office environment
- Proficient in Microsoft Office Suite
- Familiar with MailChimp, EventBrite, and Survey Monkey a plus
- Interest in environmental policy a plus
- Reliable transportation is required

Professional Benefits:

- Exposure to environmental policy and regulatory agencies locally and statewide

Please submit your resume and cover letter in PDF to carly.keen@ieaca.org. No calls, please.