**OPEN POSITION**

**Logistics/Conference Coordinator**

The American Mathematical Society (AMS), founded in 1888, is a non-profit membership organization that promotes interest and research in mathematics through its publications, meetings, programs, services, advocacy, and outreach activities. The AMS has 30,000 members worldwide and offices in Rhode Island, Michigan, and Washington, DC.

The AMS invites qualified candidates to apply for the position of Logistics/Conference Coordinator in the Society’s Providence, RI headquarters. This highly visible staff position is responsible for providing all logistical support for the national meetings and organizing at least three conferences a year while interacting and working with third-party vendors and the network of volunteers and committees actively involved in the Society’s meetings and conferences.

Come and be part of an extraordinary collection of talent who administer the Society’s meetings and conferences.

**RESPONSIBILITIES:**

- Manage all logistics for national meetings of 5500+ from prospective site evaluation through on-site coordination and post meeting follow up. This includes, but not exclusively:
  - Negotiating and setting up accounts with vendors (equipment and some personnel). Obtaining certificates of insurance. Reconciliations and bill paying
  - Working with all exhibitors and affiliate events to schedule, assign meeting space, and connect with the appropriate staff at the facility to make arrangements directly
  - Coordinating the scientific programs of all other organizations (including, but not limited to Association for Women in Mathematics (AWM), Association for Symbolic Logic (ASL), National Association of Mathematicians (NAM), Society for Industrial and Applied Mathematics (SIAM), and Young Mathematicians Network (YMN)
  - Assisting with meeting room assignments, setting up room charts, and gathering information for the scientific program
  - Negotiating and executing all catered events; includes independently working on some events, working one-on-one with staff of the AMS and Mathematical Association of America (MAA) to plan menus, and working with other organizations on their food functions
- Work with the Associate Secretary and local coordinators of assigned international meetings and sectional meetings (currently those in the Southeastern section of the country) on all arrangements to ensure successful meetings, produce the announcement and printed program, run registration at the meeting, and coordinate all logistics at the meeting
- Work with meetings staff and the Associate Executive Director for Meetings and Professional Services on all arrangements for the Mathematics Research Communities (MRC), including management of logistics for some conferences (at least one) on-site

**QUALIFICATIONS:**

- Must possess strong analytical skills along with critical-thinking and problem-solving skills
- Must be able to work independently, prioritize responsibilities and projects, and complete projects in a timely manner
- Must possess excellent interpersonal skills and the ability to maintain a professional manner under pressure
- Must have excellent written and oral communication skills
- Must be computer literate in desktop publishing, preferably InDesign. Working knowledge of Microsoft software, including Word and Excel, essential. Working knowledge of PC’s essential

**EDUCATION and/or EXPERIENCE:**

- Bachelor’s degree preferred. Minimum 6 years in meetings industry required
- Work experience with food functions and meeting room setups in hotels and convention centers required

The AMS offers excellent benefits including competitive salaries, health and dental, very generous retirement plan contributions and investment options through TIAA-CREF, flexible spending benefit, generous paid leave, paid life insurance, flexible work hours to help provide work/life balance, free parking, a casual and relaxed work environment, computing benefit, tuition assistance, professional development opportunities and much more.

To apply go to: https://home.eease.adp.com/recruit/?id=12892831

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