

# National Indian Health Board



## **Dynamic Conference and Meeting Planner Sought for National Organization**

Are you a skilled and detail oriented Meeting and Conference Planner who thrives under pressure while leading the planning of national small conferences and meetings? Do you have a successful track record of working with creative and technical teams to plan and implement a complex conference with many concurrent activities? Do you excel in recruiting conference sponsors and exhibitors? Do you work well with a dynamic team of colleagues? Do you have a sense of humor? Do you thrive in a mission-based organization? If you answered yes to these questions, you may be just the right candidate for the National Indian Health Board.

### **Position Summary**

Develop and Collaborate Closely with the Executive Director and Team:

- Arrange meeting and event locations, transportation, hotel accommodations, meal planning, and other details
- Travel to attend events and visit prospective meeting sites
- Formulate extensive event plans, timelines, and budgets
- Represent organization in communications related to events with vendors, speakers, sponsors, attendees, and others as needed
- Oversee operations on event days to maximize the most positive impact possible
- Anticipate and identify problems; work with event partners to arrive at appropriate solution while maintaining professionalism and integrity
- Other duties as assigned

Qualifications:

- A bachelor's degree in business, communications, marketing or a related field; an advanced degree preferred
- At least two years of event coordination, hospitality, or marketing experience, preferably in the non-profit sector
- Impeccable organizational skills and attention to detail, with an ability to meet and anticipate deadlines, use time effectively, and thrive in a fast-paced environment
- Clear and concise communication skills, both written and oral
- Intermediate use of Microsoft Office products
- Willingness to occasionally work irregular hours to meet deadlines, as well as occasional travel

**How to Apply:**

**Interested candidates should send:**

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- 1. Resume;**
- 2. Cover Letter;**
- 3. Salary History**
- 4. Preferred salary range**

Please forward your application packet to [jobs@nihb.org](mailto:jobs@nihb.org) with your name and the title of the position you are applying for in the subject line.