



## VIRTUAL MEETINGS MANAGER

### **POSITION DESCRIPTION**

The Virtual Meetings Manager is responsible for supporting the planning, coordination and implementation of virtual trainings and TA, webinars, institutes, meetings, and convenings for AIDS United constituents, grantees, CBA recipients, and other partners. The Virtual Meetings Manager will work across the organization in close collaboration with AIDS United's Programs and Policy initiatives to ensure delivery of highly professional, engaging and seamless delivery of virtual events and will develop protocols and procedures to support planning and preparation of virtual events.

### **SUPERVISORY RESPONSIBILITIES**

None

### **DUTIES/RESPONSIBILITIES**

- Support overall execution of virtual trainings and TA, webinars, institutes, meetings, and convenings for AIDS United constituents, grantees, CBA recipients and other partners
- Coordinate across the organization to create all collateral (landing page, mailers, infographics, social media posts, etc.) and execute the event marketing plan
- Manage event PowerPoint & branding templates and any additional content (I.e. handouts, videos)
- Facilitate internal prep team meetings
- Plan and schedule, workflow of virtual events, including managing, approving, and modifying event requests
- Act as program manager leading up to and during the event, which includes:
  - Creating run of show
  - Facilitating dry runs
  - Managing virtual events platform
  - Acting as point of contact for any challenges that arise
- Manage external contractor and advise on development and execution of virtual training platform
- Provide training and TA to internal and external stakeholders on best practices and standards for virtual training and TA, webinars, institutes, meetings and convenings
- Coordinate and compile all content for virtual events

### **REQUIRED SKILLS/ABILITIES**

- Bachelor's degree in Business Marketing, communications related field or equivalent work experience in events and digital marketing
- At least two years of proven experiences leading the development and execution of virtual events
- Experience in event technology project management

- Experience in event marketing including newsletters, email targeting, social media
- Ability to think strategically to ensure event supports programmatic goals
- Capacity to work in a fast-paced, dynamic environment; ensure deadlines are met; organize and track activities for multiple projects; work independently and as a team member; show initiative; and demonstrate critical thinking
- Highly proficient in Microsoft Word, Excel, and PowerPoint
- Demonstrated excellent communication skills, strong interpersonal skills and ability to work across teams within an organization
- Excellent organizational skills, including project management, multitasking, time management, and meticulous attention to details
- Creative copy writing ability, and strong command of the English language
- Ability to efficiently troubleshoot via phone or email (i.e. calmly identifying issue, finding solutions)
- Experience navigating multiple platforms/OS (PC, MAC, iOS, Android), web interfaces, web cameras, sound, communication and Internet connectivity issues; experience with Salesforce value added
- Experience with development and delivery of innovative and tailored virtual and online training modules and materials for adult learners preferred;
- Experience working within social justice frameworks

### **EDUCATIONAL AND EXPERIENCE REQUIREMENTS**

Bachelor's degree or three years of relevant experience (e.g. program management, health educator, trainer, consultant, etc.). Fluency in Spanish value added.

### **SALARY RANGE**

\$70,000 - \$75,000

### **REPORTS TO**

Director of Program Operations

### **WORKING CONDITIONS**

Work is generally performed within the office environment and includes significant phone and web-based contact with capacity building recipients, technical assistance providers, and the general public.

### **TRAVEL**

None

AIDS United is an Equal Opportunity Employer and dedicated to diversity in the workplace. AIDS United does not discriminate on the basis of race, color, religion, national origin, gender, gender expression, gender identity, sexual orientation, genetic information, veteran status, physical or mental disability and any other categories protected by applicable federal, state or local law. Applicants living with HIV and/or from communities disproportionately affected by HIV and AIDS are strongly encouraged to apply.