



**ASSISTANT DIRECTOR
MEETINGS AND TRAVEL DEPARTMENT
WASHINGTON, D.C. [HEADQUARTERS]**

OVERVIEW OF RESPONSIBILITIES:

The Meetings and Travel Department (M&T) manages all contracts, planning and logistics for the Federation's meetings, events travel and registration services, with a continuous focus on maximizing value and minimizing cost. M&T plans over seventy meetings and events a year for attendees ranging from 20 to 2,500 and supports the travel management program and activities for the AFL-CIO.

The Assistant Director works closely with the Director on four major administrative functions for the AFL-CIO: planning meetings, events and conventions; managing registration system and policies, negotiating travel discount programs; and managing travel systems.

The Assistant Director reports to the Director, Meetings and Travel.

DESCRIPTION OF DUTIES:

- Manages pre, onsite and post logistics for assigned meetings or events including creating requests for proposals, site selection, contract negotiation, developing hotel specs, selecting F&B, arranging off site events, and supervising the other meetings management functions for which the Coordinator and Senior Meeting Planner work on directly;
- Negotiates, reviews and approves vendor contracts associated with AFL-CIO meetings, events and conventions including, but not limited to, ground transportation, venues, audio-visual needs, security and catering orders ensuring that the AFL-CIO is exposed to the lowest risk possible, while appropriately managing logistics;
- Provides cost analysis projections to AFL-CIO departments, including alternative options, for determining venues/suppliers for each assigned function, meeting or event;
- Serve as an onsite registration manager for assigned meetings, conferences and conventions;
- Create online registration websites and maintain all aspects of the registration system when necessary;
- Train staff and volunteers on registration system and set registration policies when necessary;
- Upholds and enforces AFL-CIO meetings and travel policies and procurement values;
- Negotiates collective national discounts with travel vendors leveraging the spend and buying power of our Federation, affiliates and allied organizations;
- Preparing and implementing operational timelines for assigned meetings;
- Draft copy for web and/or print content;

- Works with appropriate AFL-CIO staff on meeting and event operations, inclusive of A/V, IT, shipping, print, web copy, and social media;
- Assist in the review of vendor proposals and subsequent to award, monitor performance;
- Develops and maintains working relationships with our affiliates and other allied organizations;
- Cultivating and maintaining relationships with various suppliers, including hotels, audio-visual companies, decorators, convention and visitor bureaus, etc.;
- Carryout post-meeting processes including review of final invoicing and timely submission of payment;
- Assisting in the budgeting process and reporting on the status of the finances for each meeting;
- Continually explore options for decreasing costs without compromising the quality of the event;
- Assisting with creating department work plans with measurable goals;
- Stays abreast of meetings and travel industry trends, technological advancements and alternative meeting approaches;
- Review department operations and make recommendations for improvement;
- Manages department in Director's absence;
- Other duties as assigned.

QUALIFICATIONS:

- Bachelor's Degree in a business related discipline, or travel industry, or hospitality management, or equivalent experience;
- Demonstrated knowledge of how hotels function, meeting room arrangements/set-ups, food and beverage, billing, when and how to obtain supplier services such as audio-visual, shipping, decorator, etc.;
- Strong experience negotiating contracts including, but not limited to, hotels, ground transportation, catering, security and audio-visual companies;
- Demonstrated experience of successfully managing, coordinating and planning complex meetings, events and conventions with over 500 attendees;
- Experience successfully developing, managing, and evaluating meeting and online travel systems, policies including the approval and review process;
- Knowledge of the labor movement and its internal structure;
- Experience with conceptualizing and developing strategic work plans with measurable goals;
- Excellent interpersonal skills;
- Demonstrated successful ability to work in a high-pressure environment with multiple and changing priorities, deadlines and conditions;
- Demonstrated experience managing politically-sensitive relationships;
- Demonstrated ability working as a team player;
- Demonstrated experience leading and managing staff;
- Demonstrated ability to exercise discretion;
- Demonstrated ability to work collaboratively and respectfully with high level officers and representatives of the labor movement, as well as peers;
- Demonstrated ability drafting, analyzing and managing budgets;

- Demonstrated decision-making, problem solving and analytical skills with particular attention to detail and accuracy;
- Strong written and oral communication skills;
- Ability to work extended hours, weekends and holidays;
- Ability to travel frequently and for extended periods of time.

Preferred Experience/Qualifications:

- At least five years of experience in meetings and travel management including experience with convention planning;
- Experience planning meetings for the union industry;
- Certified Meeting Professional or certification in meeting or event management a plus;
- Experience planning meetings with over 1,000 attendees;
- Intermediate proficiency using CVENT;
- At least five years managing and leading staff and vendors;
- Strong desire and ability to adapt to and integrate new technology trends;
- Strong vendor management skills.

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