



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

Are you passionate about economic fairness and social justice? Do you want to improve the lives of working people and strengthen the labor movement? If you answered, “Yes!” then the AFL-CIO may be the right place for you. We are the largest federation of labor unions in the United States, and our team of dynamic professionals is dedicated to growing worker power and ensuring every working person has a voice on the job. When you work at the AFL-CIO, you’re more than just an individual employee—you’re helping to lead a movement with a proud history and a bright future ahead.

The Meetings and Travel Department (M&T) manages all contracts, planning, and logistics for the Federation's meetings, events travel and registration services, continuously focusing on maximizing value and minimizing cost. M&T plans over 50 meetings and events a year for attendees ranging from 20 to 2,500 and oversees the travel procurement program 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 systems and policies, negotiating travel discount programs; and managing travel systems.

The Assistant Director reports to the Director, Meetings & 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;
- Ensures operational procedures and policies are in place to meet event goals and objectives.
- Hosts discovery calls with stakeholders to ensure understanding of needs and provide consultative services contributing to successful program delivery.
- Negotiates agreements 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 the proper use of Cvent registration system establishing and managing registration policies when necessary;

- 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;
- Develops and maintains working relationships with affiliated unions and other allied organizations providing regular communications regarding trends, changes and updates in meeting and travel industries;
- Review invoices ensuring that expenses are within budget limits;
- 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 the 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 hospitality industry ops, meeting room arrangements/set-ups, food and beverage, billing, when and how to obtain supplier services such as audio-visual, shipping, decorator, etc.;
- Experience negotiating contracts including, but not limited to, hotels, ground transportation, catering, security and audio-visual companies;
- Demonstrated experience in 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 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;
- Proven networking capability;
- 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 management inclusive of extensive experience with all aspects of meeting planning
- Experience in Strategic Meetings Management Program (SMMP) implementation
- Certified Meeting Professional or certification in meeting or event management a plus;
- Experience planning meetings with over 500 attendees;
- Experience with CVENT and Concur Expense & Travel;
- Strong ability to adapt to and integrate new technology trends;
- Strong customer relation skills;
- Passionate about the business of meetings demonstrated by continuous professional development

**Starting salary: \$113,288.67**

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