



AMERICA'S UNIONS

**SENIOR EVENTS COORDINATOR  
MEETINGS AND TRAVEL  
WASHINGTON, D.C. (HQ)**

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 fifty meetings and events a year for attendees ranging from 20 to 3,000 and supports the travel management program and activities for the AFL-CIO.

The Senior Events Coordinator 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 Senior Events Coordinator reports to the Director of 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 and arranging off-site events, and other meetings management functions for which the Manager and Senior Meeting Planner work on directly;
- Oversees contract processing and transactions related to services in support of meetings, including ground transportation, hotels, audio-visual needs, security, and catering orders, ensuring that the AFL-CIO is exposed to the lowest risk possible while appropriately managing logistics;
- Serve as an onsite registration lead 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 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;
- Prepare and implement 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 awards, monitor performance;
- Develops and maintains working relationships with our affiliates and other allied organizations;
- Carryout post-meeting processes, including review of final invoicing and timely submission of payment;

- Stays abreast of meetings and travel industry trends, technological advancements, and alternative meeting approaches;
- Other duties as assigned.

**QUALIFICATIONS:**

- Minimum of 2 years' experience in similar role 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.;
- Experience deciphering vendor agreements, including hotels, ground transportation, catering, security, and audio-visual companies;
- Demonstrated experience of successfully coordinating and planning complex meetings, events, and conventions with over 500 attendees;
- Experience successfully supporting online travel systems;
- Knowledge of the labor movement and its internal structure;
- Excellent interpersonal skills;
- Demonstrated successful ability to work in a high-pressure environment with multiple and changing priorities, deadlines, and conditions;
- 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 long and extended hours when needed.
- Ability to travel frequently and for extended periods of time.

**Preferred Experience/Qualifications:**

- At least five consecutive years of meetings, tradeshow, and convention planning;
- Certified Meeting Professional or certification in meeting or event management a plus;
- Experience planning meetings with 250 attendees;
- Proficiency using CVENT;
- Strong desire and ability to adapt to and integrate new technology trends.

**Salary: \$72,726.98**

**Required Assessments Include: Clerical, Typing, Intermediate Excel, Access and Judgement**

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*Equal Opportunity Employer*