

September 2023

**NATIONAL ASPHALT PAVEMENT ASSOCIATION  
JOB DESCRIPTION**

**Title:** Meetings and Education Manager

**Reports to:** Senior Director, Meetings and Education

**Exempt Category:** Exempt employee – not eligible for overtime pay, if applicable.

**Telework Eligibility:** Eligible, with approval of manager

**Flex Time Eligibility:** Eligible, with approval of Manager

**Summary of Duties**

Through strategic and tactical event management expertise, the Meetings & Education Manager is responsible for managing all event-related registration and sponsorship, logistics for NAPA's smaller meetings and webinars, and supporting event operations for NAPA's Annual and Midyear Meetings.

**Functional Role/Responsibilities**

**REGISTRATION & ATTENDEE MANAGEMENT**

*Manage day-to-day operations for registration, including:*

- timely and excellent customer service
- data entry/modification and integrity
- pre-event service and execution
- financial-related processes
- reporting
- mobile app and event website maintenance
- execution of on-site registration experience

**SPONSORSHIP MANAGEMENT**

*Manage day-to-day operations for sponsorship, including:*

- sales/service
- fulfillment/activation
- relationship management

**SMALLER MEETINGS & WEBINARS**

- Lead planning and execution of 1-2 events by partnering with staff lead to realize the event's vision and offering suggestions to create outstanding attendee experiences
- Coordinate logistics for virtual events (webinars), including:
  - calendar management
  - pre-webinar tasks
  - day-of webinar tasks
  - Professional Development Hours (PDHs) administration

## EVENT OPERATIONS FOR ANNUAL & MIDYEAR MEETINGS

Support planning and execution, including:

- speaker/session logistics
- event-related shipping
- group housing
- signage
- staff logistics
- event-related supplies

### **Knowledge/Skills/Abilities**

- 7+ years of experience in association/non-profit meetings
- Cvent (Event Registration, Attendee Hub, Speaker Resource Center and OnArrival) experience
- Zoom Meetings and Webinar platform experience
- AMS experience, Protech Dynamics 365 preferred
- Strong customer service skills + interpersonal skills
- Strong oral/written communication skills
- Keen attention to detail
- Strong organizational and interpersonal skills
- Ability to prioritize and handle a variety of projects simultaneously
- Ability to learn new technologies and processes quickly
- Ability/willingness to travel

Applicants who do not meet these precise requirements with respect to education, training and experience, may apply and NAPA will consider alternative qualifications.

**The National Asphalt Pavement Association is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by applicable law.**

Interested candidates should send cover letter and resume to [HR@AsphaltPavement.org](mailto:HR@AsphaltPavement.org).