

## Meetings Assistant

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**Title** Meetings Assistant  
**Reports To** Meetings & Expositions Manager  
**Position** Exempt, Regular Full-time  
**Classification**

**Position Summary** Responsible for supporting registration, CPE processing and logistics functions for all audio conferences. Assists with registration and CPE functions for other conferences and educational events. Provide administrative support to Meetings and Expositions department

**Key Functions**

- Process registration for all AGA audio conferences, which include creating registration forms; entering registration and payment information into database; sending confirmation letters; preparing conference registration statistical reports; answering questions about conferences; receiving and processing CPE forms and sign-in lists; entering nonmember information into database; track and invoice audio conference registration receivables.
- Support the Continuing Professional Education program for participants of audio conference and educational programs, which includes distributing Continuing Professional Education forms to participants; providing copies of Continuing Professional Education forms to participants and state certification boards upon request; and maintaining an official file of Continuing Professional Education credits by event.
- Assist with administrative functions of department as needed.

**Requirements**

- High school diploma or equivalent.
- Two+ years experience in an association environment.
- Experience in accounts receivable function.
- Demonstrated computer skills and working knowledge of word processing and spreadsheets.
- Excellent written and verbal communication skills.
- Ability to handle multiple projects simultaneously.
- Ability to work well under pressure and produce results.
- Good public presence and the ability to interact with many types of people at different levels.