



Position Opening: Meetings Manager

The American Soybean Association (ASA) represents the interests of U.S. soybean farmers on domestic and international policy issues important to the soybean industry. ASA has 26 affiliated state associations representing 30 soybean-producing states and more than 300,000 soybean farmers.

The Meetings & Conventions Department produces 25-30 meetings annually, including board meetings, leadership training programs, stakeholder special events, a fundraising auction, and an awards banquet for ASA members and stakeholders. We are seeking a Meetings Manager to plan and implement 10-15 of these meetings as assigned.

Position Title: Meetings Manager (Full-Time position)
Department: Meetings & Conventions Department - American Soybean Association
Reports to: Director, Meetings & Conventions - American Soybean Association

Overall Responsibilities:

- Arrange logistics for ASA's board meetings, special events, training programs, and conference hospitality suites.
- Work with ASA staff who originate each meeting to determine meeting requirements and expectations.
- Negotiate agreements and manage relationships with suppliers for each meeting, including hotels, catering, audio-visual, telecomm, internet, destination management companies, and group transportation.
- Manage hotel room blocks, monitor attrition and cancellation policies, and ensure contracted services are executed.
- Coordinate registration and payment procedures for meetings as needed.
- Assist meeting's originator to develop the budget for assigned meetings. Monitor project expenses. Help manage or limit ASA's liabilities.
- Assist with other ASA meetings and events on occasion.

Qualifications:

Minimum 2+ years of experience in meeting/event planning or hotel convention services or sales preferred. Experience working with meeting registration tools is desired. Bachelor degree or equivalent experience required. Administrative skills including aptitude for technology or software solutions are helpful. This position requires the ability to communicate effectively and accurately in writing and verbally with internal and external stakeholders. Essential skills for this position include attention to detail, professional writing, and project management. This position requires travel approximately 25%.

To apply, please submit resume by August 30, 2019 to:

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