

TITLE: Assistant to the Director of Meetings & Events

TAGLINE: The American Intellectual Property Law Association, a national bar association, seeks a detail-oriented individual to fill its Assistant to the Director of Meetings & Events position.

LOCATION: Arlington, VA

CLIENT: American Intellectual Property Law Association

The Assistant to the Director of Meetings & Events Professional Association will need outstanding communication, organizational and time-management skills to assist with day-to-day administration, including scheduling, filing, call management and other duties. This position will also be responsible for planning small meetings under the guidance of the Director of Meeting & Events and handles registration for the Stated Meetings.

Essential Responsibilities

Provide Administrative Support

Manages all calls and scheduling for the Director of Meetings & Events, and takes notes on any calls and/or appointments as required. Manage all incoming and outgoing mail for the Director of Meetings & Events and maintains the Meetings files. Serves as meeting registrar for the Stated Meetings and other meetings as assigned.

Provide On-Site Support at AIPLA Stated Meetings (Conventions)

Attends all AIPLA Stated Meetings to provide on-site support to the Director of Meetings & Events. Assists with pre-meeting planning, including overseeing the preparation and shipping of materials to the meeting venue and preparing schedules and special invitations for various events. Provides general on-site meeting support as needed. Once invoice is paid post meeting, completes post con reports.

Administering and Planning Stand-Alone Meetings

Is responsible for planning local events as assigned under the guidance of the Director of Meetings & Events. This includes coordinating with the US Patent and Trademark Office and various vendors, processing registrations, and working with the hotel to coordinate the room block, conference menus and any on-site arrangements.

Qualifications

Must be able to independently plan, organize, schedule, coordinate and make decisions and judgments relating to assigned projects and other responsibilities; applying sound analytical decision-making processes and approaches; communicating effectively, verbally and in writing with staff members, committee chairs, board of directors, members, hotels, vendors and with an additional diverse range of audiences and settings. Candidate should be detail-oriented, self-motivated, highly organized and able to manage multiple tasks and rapidly changing priorities. Must be a team player willing to work with the Meetings team and other Association departments.

High school degree required; college degree or comparable experience and a minimum of two years' experience as an administrative assistant preferred. Proficiency in Microsoft Office (Word, Outlook, and Excel) required. Experience with a membership database system (netForum) highly desired.

We offer a competitive salary, comprehensive benefits package, and a dynamic work environment. For more information, please visit our website at www.aipla.org.

Interested candidates should send salary requirements with a cover letter including a description of your most significant accomplishment to date and resume to jkeener@aipla.org or fax to 703-415-0786 to the attention of Human Resources.

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