



**Performer:** Meeting/Events Planner (Live and Virtual)  
**Customer:** Director of Events Management  
**Department:** Events Management / Operations  
**Hours:** 9:00am – 5:00pm (Monday - Friday)  
**Location:** 475 Riverside Drive, 15th Floor, New York, NY 10115  
**Status:** F/T Exempt – Hybrid/Remote capability  
**Travel Required:** 30% Travel outside New York City is required.  
Weekend and evening meetings are occasionally required.

**TO APPLY**

Send Cover/Resume to [Employment@unitedmethodistwomen.org](mailto:Employment@unitedmethodistwomen.org)  
with **MEETING PLANNER** in the subject line

**About United Methodist Women**

United Methodist Women - National Organization is the policy-making body that manages and oversees the programs and projects of United Methodist Women (UMW). We accomplish this by equipping women and girls around the world to be leaders in communities, agencies, workplaces, governments and churches and to advocate for the oppressed and dispossessed with special attention to the needs of women and children. UMW builds supportive communities among women; engages in activities that foster growth in the Christian faith, mission education, and Christian social involvement, while working for justice through compassionate service and advocacy to change unfair policies and systems while providing educational experiences that lead to personal change in order to transform the world.

**Summary of Responsibilities**

United Methodist Women (UMW) is seeking a Meeting & Events Planner in the UMW Events Management office for both live and virtual events. We are seeking an energetic, personable, self-motivated, self-directed person who has the ability to maintain a calm demeanor while juggling rapidly changing priorities while moving the workload forward. This person is comfortable in a deadline-driven environment, can strategize and problem-solve. This position has a heavy logistical focus that requires independent thinking and attention to detail.

**Essential Job Functions** (other related duties may be assigned):

**Live Event Duties (For in-person events)**

1. Plan and implement meetings and events with attention to time and financial constraints.
2. Research vendors (catering, hotel, transportation, audio/visual, supply company, etc.) and choose the best combination of quality and cost.
3. Negotiate contracts, including: hotel, catering, transportation, etc.
4. Manage all event logistics including: setting-up guest travel accounts, creating room layouts, drafting catering menus, organizing transportation schedules, hotel room lists, etc.
5. Prepare budgets for certain events.
6. Prepare nametags, materials, notebooks, packages, gift bags,
7. Do final checks at the day of the event to ensure everything meets standards
8. Function as the principal point of contact at events and supervise all supporting event staff.
9. Manage on-site implementation of event, including: room set-up, catering, equipment and signage, guest travel, registration, shipping, and clean up for events as necessary.
10. Manage and supervise the payment of invoices.

**Virtual Event Duties (online events)**

11. Utilize selected registration system to create registration form(s) and communicate with registrants and attendees. Integrate registration form with virtual event platform to facilitate registrant access to event including livestream provided by AV company.
12. Build and create event pages including tracking registrant participation, external links, resources as required in accordance with timeline to deliver the event site.
13. Eblasts: Send invitations, follow up emails about registration, logistics emails, attendee communications about pre-work, in conjunction with internal program/communication.
14. Offer expert advice to staff program teams for creating event landing pages on the registration/virtual event platform.
15. Use brand guidelines for creation of all event designs (registration pages, virtual event pages, etc.)
16. Meeting/Event Planner will work with staff program team and AV provider to manage and organize the virtual presentation to be engaging and run as smoothly as possible. Program language and roles include, but are not limited to: speakers, emcees, performers, musicians, teachers, hosts, tech hosts and tech support.

17. Work with AV company to assess best tech platforms for deep event impact.
18. Work with staff program team and A/V provider to manage and coordinate rehearsals, including: schedule, leaders, tech, and content.
19. Work with AV company to coordinate and manage tech needs for content, including: PPTs, videos, links, chat instruction, speaker assets, and more.
20. Work with events department to make sure that lighting, sound, backdrop/set design, and the personal presentation of presenters/speakers meets organization brand standards.
21. Work with staff program team to facilitate post-event resource downloads.
22. Create surveys on Survey Monkey, or equivalent platform, meeting the evaluation assessment goals.
23. Work with assigned UMW staff to manage all purchasing, shipping, invoicing and billing for any and all resources, swag bag/boxes, for the event. Keep track of expenses.
24. Work with sponsorship manager to full meet sponsor needs, if requested.
25. Work with UMW assigned staff to set up and track engagement with data analysis reporting using virtual or live event platform

### **Critical Competencies**

- **Action-Oriented** - Displays and encourages a sense of commitment to meeting deadlines and achieving results and devotes resources to “what is important now.”
- **Communication** - Demonstrates effective verbal and written communication. Communicates effectively with staff, members, and other departments across the organization. Listens to others to ensure understanding and contributes meaningful information during meetings.
- **Integrity and Ethics** - Consistently demonstrates integrity and ethical behavior congruent with UMW’s values of integrity, excellence, service, and stewardship in all transactions and relationships.
- **Planning/Organizing** - Prioritizes and plans work activities and uses time efficiently. Organizes or schedules tasks and develops realistic action plans.
- **Member -Oriented** - Interacts cooperatively and constructively with members and exhibits the highest standards of dedication and commitment to quality service to meet or exceed member/student requirements. Demonstrates a continual focus on member/student-centered learning and retention and learner needs.
- **Teamwork** - Contributes to building a positive team spirit by placing success of team above own interest. Supports other staff in their efforts towards a completed project.

### **Qualifications**

Requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Bachelor’s Degree preferred or equivalent combination of education and work experience with logistical coordination of major events, event planning and/or mission agency or other women oriented non-profit organizations. The ideal candidate is an experienced professional with a minimum of two years in production/event planning environments. Familiarity with the United Methodist Church and its partnerships a major plus.

### **Requirements**

- Specialist in virtual meeting planning, management, and execution.
- Comfortable with virtual and live presentation technology, including: lighting, sound, set, digital content (i.e. PowerPoints, videos, multi-media, etc.) for best speaker engagement.
- Experience with tech scripts, “run of show”, production planning, rehearsal management a plus.
- Able to lead virtual teams in meeting production and implementation expectations.
- Experience in live event management and customer service-related roles.
- Experience in project management with planned deadlines and objectives.
- Ability to negotiate with hotel sales and finalize contracts meeting budget and event goals.
- Experience with room-set up, catering, Audio/Visual, shipping of event items to venue.
- Extreme tact and discernment in maintaining financial information confidentially.
- Ability to quickly assess situations and make quality decisions as they pertain to events, in both the planning and implementation stages.
- Ability to work independently on simultaneous projects.
- Able to adhere to and organize multiple timelines and deadlines.

- Flexible leadership style with a strong attention to detail. Strong communication and organizational skills.
- Good people skills required. The ability to work with different personalities, including volunteers, Directors, Advisory Group, and members.
- Knowledge of budgets and billing systems required. Understanding of basic contracts.
- Good communication skills with the ability to articulate complex pieces of logistical information in a clear and a concise way. Must have the ability to take complex lists of data and turn it into schedule for participants.
- Experience in Excel, PowerPoint, and Word - table functions. Experienced in embedding videos and using other multimedia tools. Understanding of Mac and Mac programs. Knowledge of online project management tool is a plus.
- Experience with other presentation platforms (i.e. Pro Presenter, Prezi, Keynote, Google Package) is a plus.
- Ability to quickly learn and use event management systems.

**Performance Measurement**

Specific measures of satisfactory performance, both objective and subjective, will be developed in consultation with the Human Resources Director and direct supervisor and in harmony with United Methodist Women’s mission, cultural principles, and annual leadership priorities. Participation on special projects and/or events is factored into ongoing peer and management performance feedback.

**Benefits**

Health (FSA, HSA, HRA), Life, Dental, Vision, LTD, EAP, 22 vacation days, sick/personal days 8% 403b employer contribution with 2% match and other generous time-off benefits including closed Christmas week and August Fridays.