



American Board of Medical Specialties

Higher standards. Better care.®

American Board of Medical Specialties
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The American Board of Medical Specialties (ABMS) is seeking a full-time **Meetings and Events Coordinator**.

In this role, the individual will work closely with the Director and Manager, Meetings and Events to provide administrative support planning virtual, in-person and hybrid meetings, on-site execution, first class customer service, and preparing communications and materials for meetings. This position will also provide meeting and events coordination, registration management and post-event support for the Certification Standards and Programs (CSP) department. In addition, individuals will work with our Legal department reviewing hotel, restaurant, and other meetings-specific contracts. This position reports to the Director, Meetings and Events.

Established in 1933, ABMS is responsible for the creation of standards overseeing physician certification in the United States. Dedicated to improving the quality of care to the patients, families and communities they serve, the [24 ABMS Member Boards](#) develop educational and professional standards and programs of assessment to certify physicians and medical specialists. More than 997,000 physicians and medical specialists are certified by one or more of the ABMS Member Boards in one or more of 38 specialties and 89 subspecialties. For more information about ABMS, [visit abms.org](http://visit.abms.org).

Position Responsibilities

The position's work will be split between three departments: Meetings Administration (60%), CSP Administration (30%), and Legal Department (10%)

Meetings and Events department administrative support (60%)

- Manage several small American Board of Medical Specialties (ABMS) committee meetings. Aspects of the logistical planning process include creation and management of online registration process, managing rooming lists, audio/visual equipment and banquet orders, catering, etc.
- Support with in-person and virtual meeting logistics and onsite execution such as the production and distribution of various materials for organizational meetings (name badges, tent cards, welcome packets), coordinate attendee onsite activities and transportation, feedback surveys as needed, etc.
- Oversee ABMS Conference registration process including creation of registration in Cadmium, generate weekly revenue reporting, registration lists, onsite management of registration desk, and other registration related tasks as requested.
- Assist both the Director, Meetings and Events and Manager, Meetings and Events with facilitating outside vendors to coordinate various activities, assess risk, negotiate for best prices according to meeting specifications, assess participants' satisfaction, provide feedback, and process payment, research and develop activities that suit the needs and interests of the target group (Board of Directors retreat, staff retreat, etc.).
- Identify and evaluate restaurant selections. Conduct site visits as needed.
- Assist with departmental reporting such as KPI's, site selection cost analysis, and other reporting support as requested.
- Adhere to company communications style guidelines.
- Travel, weekend and early and/or evening hours are required as needed to support

meetings.

Meeting Management for CSP Department (30%)

- Create and oversee Cadmium registration for various virtual and in-person meetings as well as webinars. Responsibilities include disseminating various attendee communications, maintaining registrant lists, electronic distribution of attendee materials, post-event survey management and analysis, etc.
- Provide day-of customer support to external attendees as it relates to webinar log-in information, attendee tracking, last minute registration, etc.
- Liaise with Meetings team, Marketing and Communications team, Information Services, and ABMS Leadership as needed, on behalf of the project manager.
- ABMS liaison to external organizations relating to meeting logistics and onsite meeting execution. Meeting logistics include onsite execution including the production and distribution of various materials (name badges, meeting handouts, signage), coordinate attendee onsite transportation, meeting logistical communications, rooming list management, post-meeting feedback surveys, financial reconciliation as requested, etc.
- Provide administrative assistance with Letters of Agreements pertaining to the Visiting Scholars program, including liaising between ABMS and institutions, keep track of signed documents, and follow-ups as needed.
- Support of presentations and event technology including compilation coordination, recording, access to recordings, and update events resource library as needed.

Contract Management Support for Legal Department (10%)

- Coordinate agreements with vendors including review of acceptable terms and conditions, analyze potential risks involved including financial, and help employees and leadership better understand the information outlined in the contracts.

Skills and Attributes

- Ability to lift, push, and/or pull up to 50 pounds; sit on the floor to pack boxes/crates; sit/stand for extended periods of time; and reach overhead and/or reach at or below shoulder level **required**.
- Ability to manage multiple projects independently and work in a vibrant collaborative environment to meet objectives of ABMS.
- Ability to work remotely as well as in the ABMS office.
- Attention to detail, excellent communication, strong organizational and decision-making skills, and ability to cultivate working relationships with stakeholders.
- Must be able to provide outstanding service to our customers, which includes senior leadership, Board of Directors members, ABMS staff, and chairpersons of ABMS' committees as well as external meeting attendees.
- Possess leadership skills to manage staff liaisons and volunteers from the physician community.
- Solid writing, editing and proofreading skills, and a working knowledge of standard business document formats.

Experience

- Minimum of two years' experience coordinating small to medium-scale meetings **required.**
- Experience with electronic registration and conference management software (Cadmium) is **preferred.**
- Non-profit or association experience **preferred.**
- Excellent skills in Microsoft Office 365 (Word, Excel, PowerPoint, Outlook, Teams) and Adobe Acrobat **required.**
- Experience working with 3rd party vendors **required.**

Education

Bachelor's Degree in event planning, hospitality, association management, marketing or related area **preferred.**

Salary, Work Hours, and Benefits

ABMS is offering starting compensation between \$29.00 and \$30.76 per hour based (1,950 hours a year) on relevant experience. ABMS offers a comprehensive benefit package including three Blue Cross Blue Shield medical plan options; Flexible Medical and Dependent Care Spending Accounts; Health Savings Accounts; dental and vision plans; a retirement plan with a three percent "safe harbor" employer contribution; a discretionary annual bonus; and generous paid vacation and leave programs.

This is a Chicago area based position.

Hours: 37.5 hours per week, M- F, 8:30 am – 5:00 pm

Travel: 5-10% will be spent traveling and/or onsite at meetings in addition to approximately 10% spent in the office.

Closing Date: Resume review and interviews will continue until the position is filled.

How to Apply

Send your cover letter and resume to Daniel Hoppe, Director, Human Resources.

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities. Duties, responsibilities, and activities may change or be added at any time with or without notice.

All qualified applicants will receive consideration for employment without regard to race, age, color, religion, sex, gender identity, sexual orientation, national origin, protected veteran status, disability status, genetic information, or any other protected status.

Apply at [Meetings and Events Coordinator](#)