



## 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 **Meeting Planner**.

**This is a Chicago area-based position.**

In this role, individuals will work collaboratively with all departments of ABMS including but not limited to the following departments: Meetings and Events, Certification Standards and Programs (CSP), and Legal departments.

Meeting planners will be expected to work closely with staff committee liaisons, third-party meeting vendors, and hotel contacts as well as the ABMS Director, Meetings and Events, to manage, plan, and execute virtual, hybrid and in-person ABMS Board of Directors (BOD) and Committee meetings. In addition, this individual will be expected to provide meetings support associated with the annual ABMS Conference including meeting specs, audio visual needs, rooming lists, researching restaurant options, in-market vendors, potential group activities, and exploring charitable initiatives in local markets.

Meeting planners will also work closely with the ABMS CSP department to provide meeting management and administrative support with respect to registration support, rooming list assistance, circulating meeting materials and support attendees on the day of a webinar or onsite meeting, while providing first class customer service to attendees, external associations, and ABMS staff members. This role may support the ABMS Scholar Program by providing administrative support to the incoming class and their acceptance agreements.

Providing non-legal services, operational support on various meeting-related contracts, and record-keeping are a few examples of how this position may work closely with our Legal department.

### **About ABMS**

Established in 1933, the American Board of Medical Specialties (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 one million 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**

#### **Meetings and Events department planning and administrative support (60%)**

- Manage American Board of Medical Specialties (ABMS) committee meetings while supporting ABMS BOD and pop-up meetings. Aspects of the logistical planning process include creation and management of online registration process, managing rooming lists, audio/visual equipment, 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), assist with timelines, coordinate attendee onsite activities and transportation, meeting logistics communications, feedback surveys, etc.

- Oversee ABMS Conference registration process and/or act as the hotel liaison. Registration process roles and responsibilities include creation of registration in Cadmium, generate weekly revenue reporting, registration lists, onsite management of registration desk, and other registration related tasks as requested. Hotel liaison roles and responsibilities include creation of the meeting specs, support of ancillary meetings hosted in conjunction with the ABMS Conference, banquet orders, onsite set-up and execution of meeting logistics, etc.
- Assist the Director, 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, process payment, research and develop activities that suit the needs and interests of the target group (BOD) retreat, staff retreat, etc.).
- Identify and evaluate restaurant and hotel site selections. Conduct site visits as needed.
- Cultivate strong working relationships and develop two-way information sharing opportunities and partnerships with Member Boards and other associate members as appropriate.
- Crosstrain on budgeting for various ABMS meetings; participated in cost-cutting efforts and analysis.
- Assist with departmental reporting such as Key Performance Indicators', 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 drafting and 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, dissemination of meeting materials etc.
- Liaise with Meetings team, MarCom team, IS, 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), assist with planning timelines, coordinate attendee onsite transportation, meeting logistical communications, post-meeting feedback surveys, collection of completed member board action plans, etc.
- Manage rooming lists and assist with attendee hotel accommodations, as needed.
- Support of presentations and event tech including compilation coordination, recording, access to recordings, and update events resource library as needed.
- Collaborate between the Meetings and CSP teams to ensure Surgical Boards Lunch logistics are accurate and oversee onsite execution at each ABMS BOD meeting.
- ABMS Scholar Program point of contact to achieve fully executed LOA's between external organizations and ABMS, serve as the project contact for payment of scholarship with ABMS Finance Department, and assist with resolution of provisional issues.

### **Contract Management Support for Legal Department (10%)**

- Negotiate low value contracts in coordination with the Legal Department.
- Provide operational support on major projects such as record retention, corporate restructuring, and contract management.

### **Experience**

- At least four Experience coordinating small to medium scale meetings **(required)**
- Experience with non-profit or associations **(preferred)**
- Experience with electronic registration and conference management software (such as Cadmium) **(required)**
- Experience with graphic software (Adobe) **(preferred)**
- Excellent skills in Microsoft Office 365 (Word, Excel, PowerPoint, Outlook, Teams) and Adobe Acrobat **(required)**
- Experience working with 3rd party vendors **(required)**

### **Competencies**

- Attention to detail, excellent communication, strong organizational and decision-making skills, and ability to cultivate working relationships with stakeholders.
- Ability to independently pre-plan ABMS Committee meetings including work collaboratively with ABMS staff liaisons, prepare timelines and budgets, execute onsite, approve reimbursement vouchers, and review/approve vendor invoices.
- Ability to manage multiple projects independently as well as in a team while working in a vibrant collaborative environment to meet objectives of ABMS.
- 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.
- 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.
- Ability to work remotely as well as in the ABMS office.
- Comfortable working remotely, as well as working with a remote supervisor and remote teammates.

**Physical Demands Required** (beyond - sitting for prolonged periods, typing and data entry, extended screen time.)

The 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.

### **Education**

Bachelor's Degree - Event planning, hospitality, association management, marketing or related area **(preferred)**

Contract Law Certification **(preferred)**

## **Salary, Work Hours, and Benefits**

ABMS is offering a starting salary of \$65,000 per year. 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.

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

**Travel:** Up to 20% will be spent traveling and/or onsite at meetings in addition to approximately 10% spent in the office.

**This is a Chicago area-based position.**

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

## **How to Apply**

Send your resume to Daniel Hoppe, Director, Human Resources.

**Apply at [Meeting Planner](#)**

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.