Program Logistics Coordinator
Job Description

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

JOB SUMMARY: The Melanoma Research Foundation (MRF) is seeking an experienced Coordinator to provide event and administrative support to the Programs Team, supporting the key areas of research, education, and advocacy. The Coordinator will coordinate event logistics for all programmatic meetings and events. Meetings and events may be in-person, virtual, or hybrid. The Coordinator will also provide operational support to the Programs team.

DUTIES AND RESPONSIBILITIES: Indicates the action or outcomes required to fulfill each major responsibility of the position.

- Source and secure all virtual and in-person vendors for programmatic meetings and events
- Assist with internal and external meeting scheduling
- Review contracts for accuracy and route for internal approval; track contract deliverables and timelines
- Code and submit all event invoices for payment
- Manage and pull distribution lists utilized for constituent tracking, outreach, and events
- Serve as primary coordinator for all phases of programmatic events: pre-event, day-of, and post-event
- Coordinate and oversee program event logistics: develop and monitor event timelines and implementation, vendor negotiation and management, ensure adherence to established budgets prepare and monitor ongoing event progress reports, mailings, inventory, supply ordering, shipping/receiving, etc.
- Collaborate with Program Officers to reconcile post event financials
- Coordinate and optimize event participation through the creation and management of a programmatic event calendar
- Collaborate with the program officers to ensure sponsorship benefits are activated in a timely manner
- Manage virtual event platform(s) (i.e. CVENT or similar platforms)
- Create and manage event registration pages
- Distribute post-event evaluations as needed and contribute to post-event debriefings with appropriate staff
- Coordinate continuing education (CE) credit to meeting participants when applicable
- Stay up-to-date on best practices for healthcare-related meetings and events
- Manage educational material inventory and ship materials as needed
- Input and manage programmatic contacts in the Foundation’s CRM database
- Manage the deliverables for the research grant recipients in the grant program platform (Proposal Central)
- Collaborate with program officers to review and update the MRF website as needed
- Work with program officers to source mission-focused news and articles for promotion on the MRF’s social media channels
• Work with members of the programs team to meet or exceed annual strategic plan goals
• Participate in the creation, planning, and implementation of new and existing projects
• Other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES: Reflects the specific competencies required for job performance
• 2-3 years direct experience in event or meeting planning and logistics or related experience, preferably working for a healthcare-related non-profit
• Technical experience with event platforms such as CVENT
• Experience with continuing education (CE) for healthcare professionals
• High attention to detail and ability to multi-task multiple projects
• Excellent written and oral communication skills
• Outstanding customer service
• Ability to negotiate contracts
• Tracking and management of multiple event budgets
• Team-player with a positive attitude who can effectively work with multiple constituents
• Able to travel and work evenings and weekends
• Position is based in Washington, DC office
• Travel required (15-20%)

EDUCATION:
• 4 year degree required, relevant experience will be considered as a substitute for education requirement
• Certified Meeting Professional (CMP) certification preferred

ADA PHYSICAL DEMANDS: The physical demands represent those that must be met by an employee to successfully perform the essential duties and responsibilities of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.
• The position requires being seated for several hours a day
• The employee must frequently speak and hear as well as utilize the telephone, computer keyboard and monitor, pen and paper
• The employee is required to walk and/or travel by car, train or plane
• This position may require some heavy lifting during event set-up and breakdown