**EVENTS MANAGER**

NYSNA is seeking an experienced, detail oriented, team player who is excited to develop and oversee all of the association’s events. This position will play a critical role in ensuring the success of the association by working collaboratively with internal and external stakeholders. You must possess a collaborative spirit and thrive working within a small, close-knit team.

The qualified candidate will be a strong communicator and a dynamic project manager skilled at managing multiple projects and competing priorities.

The Events Manager reports directly to the Executive Director. This is an outline of job responsibilities; however, it is to be understood that during the year, there may be changes to the workload and new work initiatives. Further, as a small association, staff must have the flexibility to assist other staff members with different projects.

The successful new team member will:

* Direct and oversee the implementation of approved programs and events, including all logistics for multiple events each year
* Be the main point of contact for industry partners for all events
* Manage exhibits including sales, booth assignments, coordination of equipment requirements, and working closely with brokers to ensure appropriate booth placement
* Be the main point of contact for all event venues
* Negotiate, create and distribute Speaker contracts
* Handle complex contract negotiations with venue, and coordinating exhibit details with event services company
* Oversee set-up logistics and audio-visual requirements for multiple concurrent sessions over multiple day events
* Create and manage budgets for each event
* Ensure that members working on programs have appropriate support from staff
* Work with conference planning committees made up of volunteer association members
* Serve as staff liaison for the Industry Committee and the Conference Coordinating Committee

**POSITION REQUIREMENTS**

* Minimum of 3 years in a relevant event planning position
* Experience working with a membership association
* Experience in tradeshow management, working closely with exhibitors and event services companies
* Experience with contract negotiation
* Experience creating RFPs for events and speakers/programming
* Excellent proofing skills
* Desired tech stack: MS Office, Adobe Acrobat, Zoom, Personify, Map Dynamics
* Self-directed, works independently with minimal supervision
* Ability to work well under pressure and think outside the box when needed
* Ability to lift up to 50 pounds
* A pro-active and can-do attitude, even when working under pressure and with all levels of staff
* Some travel is required (there will be overnight trips)

**WHAT WE OFFER:**

Full Time Position. Monday through Friday, 8:30am to 4:30pm. Office location in Clifton Park. Generous paid time off, professional association membership with professional development opportunities, retirement planning, and a health/dental/vision plan available. Competitive salary, commensurate with professional and management experience, and certifications.

**HOW TO APPLY:**

If you are excited about this opportunity, please provide your resume and salary requirements (this is required to be considered). We would also love to learn more about you and your accomplishments. Candidates should feel free to include a cover letter or attach relevant documentation (writing samples, program outlines, etc.) to [jennifer@nyschoolnutrition.org](mailto:jennifer@nyschoolnutrition.org) with a subject line “**NYSNA Events Manager”.**