



The Michigan Works! Association is looking for a Meeting Planner to join our high-performing team.

WHO WE ARE

Michigan Works! Association believes the key to prosperity is a skilled workforce. As Michigan's primary workforce development association, we provide leadership, vision and advocacy for a thriving workforce in Michigan. Our focus is ensuring that Michigan's employers and talent pipeline have access to the skills needed to support a robust economy. We achieve this by giving our members "voice" through advocacy, increasing system-wide "knowledge" of workforce best practices, and "uniting" people and organizations on important topics.

WHAT WE'RE LOOKING FOR

A Meeting Planner to join our Team to plan and execute successful meetings, trainings and events throughout Michigan. The Michigan Works! Association is committed to providing excellent customer service and creating quality user experiences. Core competencies include:

- 3+ years relevant experience.
- Strong understanding of Microsoft Office Suite, in particular Word, Power Point and Excel.
- Basic understanding of Cvent is preferred.
- Basic understand of tools like Constant Contact, GoToTraining/Meeting, Salesforce, SurveyMonkey, and other office management tools is a plus.
- *Specific attributes of this position include:* highly personable and engaging; innately curious/continuous learner; organized and detail oriented, flexibility and high level of initiative.

RESPONSIBILITIES

- **Registration**
 - Overall management of the Association's event registration system [Cvent]
 - Creating and maintaining registration links for training and events
 - Analyzing registration data to assist with targeted marketing
 - Processing all invoices and payments for trainings and events
 - Preparing close-out reports to ensure revenue is accurate
 - Maintaining a database of attendees, workshops, trainers, venues, etc.
- **Meetings, trainings and events**
 - Procure venues and manage food/beverage for trainings and Association meetings
 - Provide technical assistance for web-based training
 - Provide onsite support for trainings and Association meetings
 - Organize training materials/supplies and meeting agendas/handouts
- **Other**
 - Responsible for aspects of the Association's administrative functions.

DETAILS

Competitive pay & benefits. Travel required as needed.

If you are resourceful, energetic and passionate about event planning, please send your contact information, resume and salary expectations to: dunsfordl@michiganworks.org with the subject: ***Meeting Planner***.

Extra points for making your email memorable. Tell us how you match up to what we're looking for and what makes you a wonderful person to have around.

Equal Opportunity Employer/Trainer. Auxiliary aids and services are available upon request to individuals with disabilities.