Meetings and Events Assistant

The United States Geospatial Intelligence Foundation (USGIF) is in search of a detail-oriented, and self-motivated Meetings and Events Assistant to help execute the Foundation’s events. The assistant provides event support through research, recommendation, and selection of event venues, food and beverage, and other vendors or suppliers, as well as manages registration for all USGIF events including working with official USGIF registration providers. This position performs regular administrative duties for the foundation’s programs and events, such as organizing meetings, preparing registration and meeting materials, correspondence to attendees, members, and vendors; and responding to inquiries in a professional and customer-centric manner.

Duties & Responsibilities:

- Researches, reviews, and recommends equipment, materials, and supplies required in event registration;
- Works with third party registration and housing vendor for the annual GEOINT Symposium on advance registration website development, monitoring registration, and reporting;
- Manages onsite registration processes for accurate attendee and payment capture;
- Assists supervisor throughout planning of the annual GEOINT Symposium and other events;
- Oversees planning for 6-10 smaller USGIF events, luncheons, and dinners throughout the year with supervisor’s guidance;
- Coordinates outside service needs with food and beverage contractors, venues, and other vendors;
- Develops and maintains registration site for each event within USGIF’s AMS platform or other avenue for registration;
- Provides customer service to registrants by answering questions, adjusting registrations, cancellations, substitutions, etc.;
- Provides event logistics information to marketing;
- Ensures proper attendee information collection for classified events and submits to venue or facility for verification;
- Maintains accurate reporting of registration to include verified attendance and statistics useful in event analysis;
• Provides weekly event registrant counts and various reports as requested; and
• Other duties as assigned.

Qualifications:
• Associate’s degree and/or equivalent experience.
• Exemplary organizational skills and strong attention to detail.
• Excellent customer service skills and attitude.
• Team player mentality, including the ability to work well with a broad range of individuals and groups.
• Proven ability to meet priorities and deadlines with accuracy and timeliness.
• Ability to work independently while handling multiple tasks simultaneously.
• Proficiency in basic office equipment and Microsoft Office.

Working Conditions:
• Occasional lifting of materials (~25 lbs.)
• Periodic attendance at local evening events
• Must be able to travel nationally occasionally, including one week in the Spring for GEOINT Symposium and one week in the Fall for Geospatial Gateway Forum.

USGIF is the leader in bridging industry, government and academia to advance the geospatial intelligence tradecraft and is the only accrediting body in the geospatial intelligence field. We offer yearly scholarships of more than $125,000, work closely with numerous colleges and universities as well as K-12 schools, and organize professional training sessions and community gatherings. USGIF collaborates with major players in this space by organizing high-profile events such as the annual GEOINT Symposium and leads the industry in thought leadership via its trajectory magazine and State & Future of GEOINT Report.

How to apply:
Please send cover letter and resume by October 11 to hr@usgif.org, Subject: Meetings Assistant. No phone calls please. No Recruiters.