

CONFERENCE ASSISTANT

Rose Li & Associates, Inc. Rockville, MD

Rose Li and Associates, Inc. (RLA), a small but rapidly growing professional services firm based in Rockville, MD, seeks a Meeting Assistant who is happiest staying busy and responsible for a variety of tasks. The ideal candidate is equally at home maintaining calendars and scheduling meetings that maximize attendance, handling meeting logistics, tracking deliverables and budgets, preparing presentation materials, and summarizing meeting action items. S/he is extremely well organized, able to juggle multiple competing demands, is detail oriented, and exhibits grace under pressure. S/he will be responsible for supporting project and program teams in the conduct of small to large size government and corporate conferences and events including assisting with logistics, registration, tracking housing and transportation, and onsite support. Additionally, the Meeting Assistant may provide general administrative support to the corporate office, including for the CEO. Compensation is competitive and based on experience.

Job Responsibilities

Conference/Meeting Support

- Develop and maintain meetings database
- Work with meeting staff to manage registration process
- Update meeting websites to include pertinent program information
- Coordinate participant travel and lodging and prepare housing and travel reports
- Prepare and distribute attendee reminders regarding lodging and travel
- Coordinate speaker audiovisual requirements
- Prepare physical meeting materials for packaging and distribution onsite
- Provide onsite staffing support
- Support use of online conferencing applications (e.g., GoToMeeting, WebEx, Skype for business, Zoom)
- Maintain inventory of meeting supplies, including review after each event
- Monitor and review submitted participant reimbursement forms

Project Support

- Help research and obtain resources or materials needed by staff to complete projects
- Support preparation of deliverables (e.g., document formatting, 508 compliance checking)
- Enter information into project databases

Administrative/Office Management

- Provide general administrative support to the firm
- Provide first line of communication for clients/staff as needed
- Coordinate meetings, conference calls, and virtual meetings
- Maintain office supply inventory
- Assist in coordinating/providing technology support
- Take notes during project meetings

Required Competencies and Skills

- Excellent organizational skills and ability to prioritize and coordinate multiple work activities in a fast-paced team environment with minimal supervision
- Excellent verbal and written communication skills
- "Can Do" attitude – eager to learn and assist where needed
- Attention to detail
- Ability to meet deadlines and work independently

- Working knowledge of one or more online conferencing systems (e.g., GoToMeeting, WebEx, Skype for Business, Zoom)
- Proficient with MS Office Suite
- Experience with meeting registration software (e.g., CVENT, EventBrite)
- Experience with SharePoint and web content management applications preferred

Minimum Qualifications

- Bachelor's Degree preferred or any combination of education and experience in a professional support, customer relations, or event planning environment
- 2-4 years' relevant experience
- Government or government contracting experience and knowledge of Federal Acquisition Regulations a plus
- Must be able to pass a background/credit investigation

About Rose Li and Associates, Inc. (RLA)

Rose Li and Associates, Inc. is a woman- and minority-owned small business specializing in science writing, research and analysis, conference services, and program management support. It received its 8(a) certification from the U.S. Small Business Administration (SBA) in October 2015. With this certification, RLA is growing in size, core competencies, and employee benefits. Therefore, the ideal candidate is excited about being part of a growing enterprise and is passionate about moving science forward, producing quality work, and supporting a team effort.

For more information about RLA, visit our website at <https://roseliassociates.com> RLA is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.

Job Type: Full-time

Experience:

- relevant: 2 years (Preferred)
- government or government contracting: 1 year (Preferred)

Education:

- Bachelor's (Preferred)