



EVENTS COORDINATOR

GENERAL DETAILS

Date:	<u>January 14, 2025</u>
Position Title:	<u>Coordinator, Events</u>
Department:	<u>Events</u>
Reports to:	<u>Associate Director, Events</u>
Salary Range:	<u>\$62,000 - \$67,000/year</u>

ABOUT US

The Alliance for Regenerative Medicine (ARM) is the leading international advocacy organization championing the benefits of engineered cell therapies and genetic medicines for patients, healthcare systems, and society. As a community, ARM builds the future of medicine by convening the sector, facilitating influential exchanges on policies and practices, and advancing the narrative with data and analysis. We actively engage key stakeholders to enable the development of advanced therapies and to modernize healthcare systems so that patients benefit from durable, potentially curative treatments.

As the global voice of the sector, we represent more than 400 members across 25 countries, including emerging and established biotechnology companies, academic and medical research institutions, and patient organizations.


POSITION SUMMARY

The Event Coordinator will assist with the planning and execution of ARM's programs including both virtual and in-person multi-day conferences, workshops, roundtable discussions and panels. This position will collaborate with the current event team and report to ARM's Associate Director of Events.

This will include duties such as managing the registration system and providing attendee customer support, creating marketing materials, speaker management, Zoom webinar set-up and management, website management, and on-site logistical coordination, among others.

JOB DUTIES

- Manage and maintain the registration process across multiple events including set-up, troubleshooting, and direct communication with attendees.
- Effectively and professionally communicate with C-level executives.

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- Zoom webinar coordination including set-up, speaker organization, and day-of management.
 - Assist with onsite logistics including registration desk management, supervising other staff/volunteers, working with vendors.
 - Effectively and professionally communicate and collect speaker logistics with C-level executives, heads of regulatory agencies and various sector leaders surrounding their participation in ARM events.
 - Engage regularly with ARM member organizations and their marketing teams.
 - Efficiently handle a high-level of email traffic from both internal and external contacts.
 - Create and maintain multiple spreadsheet databases.
 - High level of personal accountability and able to work well remotely while maintaining close communication within a small team.
 - Periodic travel required in the future – events are based in different cities throughout the year. *Estimated travel = 3-4 trips annually, lasting ~3-7 days each.*
 - Special projects and other duties as assigned.

QUALIFICATIONS

- Bachelor's Degree required; Preference given to hospitality and marketing majors
- Up to two years of event management experience or equivalent educational qualifications
- Experience providing high-level customer service
- Exceptional attention to detail
- Self-starter and creative problem solver
- Highly organized with the ability to work in a fast-paced environment
- Professional demeanor and excellent interpersonal skills
- Ability to monitor and adhere to tight deadlines
- Good prioritization and multitasking skills



- Have an interest in learning more about life sciences, biotechnology and regenerative medicine, specifically
- Proficient in Microsoft Office 365
- Preference given to those with experience in Swoogo, Adobe Photoshop, Dreamweaver and InDesign, WordPress websites, as well as Mailchimp or similar email marketing platforms

HEALTH BENEFITS

Employees are eligible to enroll in the following benefits on the 1st day of the month following their hire date:

- Health insurance
- Dental insurance
- Vision insurance
- Life Insurance
- Short-term disability
- Long-term disability

To apply, please visit <https://www.linkedin.com/jobs/view/4126511527/>.