



**Are you a collaborative, adaptable team player with a passion for transforming mission-driven organizations? SAM is seeking a self-starter with the proven ability to manage multiple projects and provide support for the Meetings Team in a customer/member-facing environment.**

### **Meetings & Events Intern**

The Meetings & Events Intern plays a key role in providing administrative support and coordination of a wide array of association meetings for organizations supported by SAM. Working closely with and directly supporting the Meetings Director and Managers, the Meetings & Events Intern works collaboratively to execute a variety of tasks necessary for successful meetings including annual conferences, regional events, board meetings and other events.

The Meetings & Events Intern must be adaptable, detail-oriented and self-motivated and demonstrate the ability to collaborate with other employees in fast-paced, flexible environment. Attention to detail and excellent time management skills are essential in this position. An active, positive response to a variety of challenges and time pressures is also required. The focus of this job is on producing high quality detailed work based on established standards, guidelines and procedures. Job knowledge and competency is built through structured step-by-step training and positive, supportive coaching from management and peers.

### **Join Our Team: Two Steps to Apply**

1. Email a cover letter of interest and current résumé to [jobs@sam-firm.com](mailto:jobs@sam-firm.com)
2. All applicants are required to complete an online Predictive Index assessment. To access the assessment, please paste this link in your browser:  
<https://assessment.predictiveindex.com/dpT/1dff8578-1044-4e33-843c-b00b11b64a84?type=candidateba#page0>

### **Primary Responsibilities of the Position**

*Depending on the groups supported, responsibilities may include the following:*

- Provide administrative support to SAM meetings professionals as part of the planning and execution of meetings and conferences for multiple partner associations
- Follow and support appropriate meeting timelines, ensuring timely completion, and communicating status updates and clear expectations for conference execution
- Track and record deliverables for basic conference services including, but not limited to, general services, audio visual, transportation, and security
- Support conference food and beverage functions and offsite social events, including menus, guarantees, budgeting and payments
- Assist with the administration of housing blocks, room block pickup and pattern, reserve hotel rooms and arrange payment details for Board members, Speakers, VIPs and staff
- Assist conference schedule, staffing schedule and travel arrangements for Board members, VIPs and staff
- Support the planning and execution of the logistics of educational programming
- Track conference budget and income collection to ensure fiscally responsible

funds management, working within budget guidelines in order to track, measure and report expenses

### **Experience & Skills Preferred**

- ❑ Currently pursuing bachelor's or associate's degree or have equivalent experience in event planning, meeting planning, administrative work, hospitality, public relations/marketing, or other relevant fields
- ❑ Excellent verbal & written communication skills (in-person, phone and email communication)
- ❑ Comfortable using technology software, CMS, mobile event applications
- ❑ Ability to produce high-level, accurate work on tight deadlines
- ❑ A "rolled up sleeves/get it done" approach to work and role in company
- ❑ Well-developed customer service skills are critical in this role
- ❑ Knowledge of Microsoft Office Suite and proficiency with a variety of computer/technology tools; preferably with Mac OS (SAM is a Mac environment)
- ❑ Detail-oriented, with highly developed organizational, problem solving and time-management skills, including the ability to manage multiple tasks and deadlines simultaneously in a fast-paced, deadline-driven environment
- ❑ Demonstrated ability to balance independent work with team collaboration
- ❑ Must work well in completely open and flexible office space environment
- ❑ Comfortable managing with competing priorities and competing leadership styles
- ❑ Willingness to seek, provide and accept feedback
- ❑ Self-driven, adaptable and flexible to change
- ❑ Willingness and ability to travel outside of Austin for limited multi-day events
- ❑ Willingness and availability for calls and meetings outside normal business hours, when needed, due to the volunteer schedules

### **Salary/Benefits/Perks**

- Part-time hours (20 or fewer) with competitive hourly salary, based on comparable small staff nonprofits/associations
- Temporary employment status with specific end date relevant to student's schedule
- Opportunities for growth and extended employment may be available
- Corporate culture that exemplifies our core values: *Build Trust, Seek Clarity, Stay Curious, Champion Growth, and Practice Empathy*
- Ongoing training, assistance, and opportunities for career development
- Company sponsored volunteer opportunities
- Regular staff outings and team-building gatherings

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**Strategic Association Management (SAM)** is an association management company (AMC) providing professional management services for a diverse array of organizations. An AMC provides creative staffing, strategic and administrative solutions for association and non-profit organizations. At SAM, a team of experienced professionals takes care of day-to-day operations—increasing efficiency and enabling scalability—so volunteers are empowered to pursue their organization's mission. Through long-term partnerships, our clients experience organizational sustainability, growth and, ultimately, transformation.