

**Job Title:** Registration Coordinator & Events Assistant

**Status:** Full-time, Exempt

**Location:** Downtown Washington, DC (currently a hybrid work schedule)

**Supervisor:** Director of Events & Scheduling

### **About The Economic Club of Washington, D.C.**

The Economic Club of Washington, D.C. is a non-profit membership organization that provides an important speaking forum for prominent business and government leaders, thereby promoting global awareness of the pivotal role that Washington plays in national and world economies. The Economic Club is comprised of nearly 1,000 business leaders from the Washington metropolitan region. Read more at [www.EconomicClub.org](http://www.EconomicClub.org)

### **Position Overview**

The Economic Club of Washington, D.C. seeks a full-time Registration Coordinator & Events Assistant to join our growing and dynamic team. This is an excellent opportunity to gain direct insight into the world of business and international affairs, support the regional community through the organization's philanthropic and leadership development programs, and expand one's own leadership skills by executing and producing highly professional, seamless virtual meetings and events. Successful candidate is a highly organized, self-motivated, multi-tasking team player with strong oral and written communication skills, outstanding relationship skills, impressive attention to detail, and willingness to occasionally work outside a 9:00am to 5:30pm daily schedule.

### **Responsibilities and Duties**

- Manage the registration process for all Club events, both in-person and virtual:
  - Serve as liaison with the online registration software (CVENT)
  - Prepare, test, and distribute event invitations and announcements
  - Track registration responses and prepare attendance updates
  - Send event reminders and confirmations to attendees
  - Troubleshoot issues with the registration system
  - Coordinate the creation of name badges, attendee lists and meeting materials
  - Assist with assignment of event seating
  - Manage the registration process onsite at events, including train staffers and supervise the registration tables
  - Create final attendance and financial reports after each event
  - Reconcile guest and member registration payments
  - Invoice and collect outstanding event payments
  
- Support virtual events using Zoom Meeting/Webinar:
  - Build event registration sites with meeting details
  - Participate in test sessions with speaker's office
  - Assist with event production logistics (e.g. muting speakers, sharing slides, breakout rooms, etc.)
  - Audit and analyze final attendance reports

## **Responsibilities and Duties (continued)**

- Provide support to the events team throughout the planning process and during events:
  - Draft event materials, including timelines, handouts, and reports
  - Proofread event materials before printing and distribution
  - Prepare and distribute post-event surveys to gather feedback regarding the member experience
  - Maintain event supplies and manage inventory
  - Answers the phone and acts as the first point of contact
  - Other duties as assigned, including general office projects and administrative functions

## **Qualifications and Experience**

- Must be based in the Washington, DC metro region
- High School, Associate's, or Bachelor's degree (all majors accepted)
- One year of relevant professional experience – event staffing, sales, service, or internship experience
- Digital acumen is a plus, particularly in registration systems, databases, and email communications
- Strong written and verbal communication skills along with an excellent client service ethic
- Creative problem-solving, time management skills, goal-oriented, and hard-working
- Willingness to step outside of comfort zone and learn new skills
- All applicants are subject to a reference check and background check

## **Compensation and Benefits**

- This is a full-time position with standard hours of 9:00AM to 5:30PM, Monday through Friday. Schedule to be adjusted leading up to and around events. The organization is currently operating on a hybrid schedule, though attendance is required leading up to and at all in-person events.
- Salary is commensurate with experience. Current salary range for this position is \$40,000 to \$50,000.
- Robust benefits package, including employer-paid health, dental, vision, life, and disability insurance.
- Vacation, sick, and federal holiday paid time off.
- Retirement plan with employer contributions.
- Growth opportunity offering professional advancement and interaction with executive-level leaders of the largest and most high-profile businesses in the Washington, DC, metropolitan area.

## **Commitment to Diversity and Equal Opportunity Employment**

The Economic Club of Washington, D.C. is an Equal Opportunity Employer. Our goal is for our workforce to be representative of the working population of Washington, D.C. We do not discriminate on the basis of race, creed, color, religion, national origin, disability, political affiliation, veteran status, sex, parental status or age in all matters pertaining to employment and promotion. We will not tolerate discrimination on the part of managers, supervisors, or employees. Women, minorities, and the disabled are encouraged to apply.

## **How to Apply**

Please submit your resume and cover letter, including responses to the following questions: 1.) Why are you interested in this role? 2.) What are your top three professional strengths? Please provide an example of each.

Submit these items to [HR@economicclub.org](mailto:HR@economicclub.org) for priority consideration with the email subject line "Registration Coordinator and Events Assistant". The hiring process will include video and in-person interviews and sample work. For additional questions, please contact [HR@economicclub.org](mailto:HR@economicclub.org).