



1421 Prince St, Ste 350 • Alexandria, VA 22314
703-746-9919 • montessori@amiusa.org • amiusa.org

Virtual Events Coordinator Job Description

Employee may choose to work remotely from home. A laptop computer with remote access to office server will be made available for employee use. Remote work requires employee have access to secure internet connection and a telephone with service. No additional compensation will be provided for these expenses. Virtual Events Coordinator may be required to travel for hybrid events.

Job Overview:

The AMI/USA Virtual Events Coordinator has an enthusiastic "can-do" attitude and assists AMI/USA in hosting virtual events that enhance AMI/USA's image, improves member loyalty, and enhances our brand-to-member experience. The Virtual Events Coordinator will be tasked with programming virtual events and sourcing speakers, assisting the Director of Events with planning and managing the events calendar, negotiating quotes and agreements with vendors, sponsors and partners, and working with the Director of Communications and Digital Strategy on driving event marketing. This position requires creativity, organizational skills, and vision to help improve AMI/USA's growth through virtual events that effectively communicate our strategy and brand personality. This position reports to the Director of Events.

Primary Responsibilities and Duties:

- Brainstorming and implementing virtual event plans and concepts.
- Collaborating with other Team members on developing programming and securing speakers.
- Conducting research and communicating with potential speakers regarding topics (particularly by monitoring member/community needs to ensure programming is relevant and supportive).
- Assisting with the coordination for session logistics, including the implementation of hybrid events.
- Assisting with budget development for virtual events.
- Liaising and negotiating with vendors and sponsorship opportunities.
- Providing regular updates to the Director of Events.
- Assisting the Director of Events and Director of Communications and Digital Strategy with managing virtual event branding and communications.
- Developing virtual event feedback surveys and post-event reports.
- Other responsibilities as assigned by the Director of Events &/or Executive Director.

Overnight travel may be required for support with hybrid events.





Celebrating our first 50 years!

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Education and Experience Requirements

- Bachelor's Degree.
- In-depth knowledge of events planning and logistics with an emphasis on virtual/hybrid events using Zoom (or similar) and event management platforms.
- Proven, successful experience in a related role for an organization or significant department/program.
- Solid working knowledge and experience with information systems, internet, and related tools and technologies, with demonstrated proficiency in Microsoft Excel.

Personal Skill Requirements

- Self-directed and self-motivated with strong attention to detail.
- Ability to operate at both strategic and tactical levels with keen analytical and problem-solving skills
- Process-oriented and efficient in creating and maintaining systems to create high quality work.
- Communicates effectively in both verbal and written form, and in presenting complex information.
- Exhibits a manner that is professional, ethical, respectful and graceful.
- Ability to work collaboratively in a team environment, be accountable, invite suggestions, ask for support when needed, and provide support to others, all with a dedication to overall organizational success.
- Strong understanding of and commitment to diversity, equity, and inclusion and an interest in applying those principles in the workplace.

Physical and other Requirements:

- Must be able to sit for long periods of time and utilize general office and computer equipment continually with regular and consistent use of keyboard and mouse.
- There may be some light walking, standing, bending, twisting, reaching and carrying of items not exceeding 50 pounds.
- Visual acuity necessary to spend lengthy periods of time at the computer.
- Must be able to perform essential functions of the position without hazard to self or others.





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Work Schedule: Typical U.S. business hours with flexibility (remote is acceptable), and occasional evening/weekend work. Occasional overnight travel may be required for meetings and events.

Compensation and Benefits:

- Salary commensurate with experience
- Group Health, Dental and Vision Insurance
- 401(k) matching
- Paid time off

Please send a cover letter, resume and list of at least three (3) professional references to [hiring@amiusa.org](mailto: hiring@amiusa.org).

