



PO Box 1311 | Meridian ID | 83687 | 208.466.2519 | MatrixAMC.com

ASSOCIATE DIRECTOR & CONFERENCE PLANNER *Association Management Company*

A non-profit association management company located in Meridian, Idaho is hiring a full-time (40 hours per week), Associate Director & Conference Planner, with a projected start date of August if feasible. Excellent multi-tasking, organization skills, strong communication/editing skills and interest in diversity of work are a must! This is not a monotonous position.

Applicants who seek long term employment and have demonstrated commitment to previous employers will only be considered. All team members must be bondable and have no criminal record; when/if the position is offered, a background check will be conducted. A full application will need to be submitted and skills-based testing will be required.

The applicant must be able to demonstrate excellent written and verbal communication skills, attention to detail regarding policy comprehension and execution. Experience as a high level Executive Assistant or administration field, or Account Executive, and some conference/meeting management background is also required. Applicants must have a minimum of a four-year degree and equivalent experience in the field of at least 5 years.

The clients that will be served by this position are both non-profit organizations, specializing in certification and continuing education of drug and alcohol counselors in the State of Idaho.

Resumes will be accepted until the position has been offered to a candidate, at that time this position listing will be closed. Submit your resume with a letter of interest, outlining your qualifications, related experience, computer skills and reason for interest in the position. Resumes submitted without letters will not be considered. Subject line: "MatrixAMC Associate Director/Planner" position. (No telephone calls please.) Send resume and cover letter, summarizing your interest and qualifications to: Stacey Daniel, Matrix Co-Owner; sdaniel@matrixamc.com. (No telephone calls please.)

This position description outlines general duties, requirements, experience and qualities required of this team member. Interested applicants should be comfortable working in a small, but stable, 8-10 person office, located in downtown Meridian.

Please do not apply if minimal qualifications are not met, or a long-term position is not of interest.

Stacey Daniel, MatrixAMC Co-owner
Email: sdaniel@matrixamc.com

Chris Daniel, MatrixAMC Co-owner
Email: cdaniel@matrixamc.com

POSITION DESCRIPTION

This position would handle all assignments related to two Idaho-State non-profit entities. Tasks would include both management and administrative.

Management Assignments

- Minor to moderate telephone coverage to assist with member policy and reapplication questions.
- Oversee applications and renewals for professional certifications (timely and attention to detail needed). This would include contacting individuals for missing information, compiling documents for the Education Committee, and providing responses to applicants.
- Incorporate policy updates into related documents, as directed by the boards, track versions of documents for reference.
- Ability to communicate organizational objectives and policies to board members, stakeholders, governmental agencies and the public.
- Attend and schedule board meetings; take and distribute minutes to members. (~4-6 per year, held locally).
- Demonstrate policy follow-through and discretion when handling ethics complaints.
- Complete conference management of a 400-500 person conference held locally each May (support staff provided, see below).

Support and Membership Services

- Process membership renewals and deposits.
- Manage/update the membership portal system.
- Open/process mail and occasionally handle outgoing mailings.
- Update text and photos on two websites; basic knowledge of website editing programs is helpful.

Conference Planning & Publication

The conference assigned to this position serves approximately 450 attendees, 25 vendors/sponsors and 30 speakers. The meeting is currently held annually in Boise every May, as soon as classes let out for the summer. The Associate Director would be responsible for all pre, post and on-site management. This would include managing staff on site. Training will be available but general conference planning knowledge would be required.

This office utilizes programs such as InDesign, Photoshop, MailChimp/Constant Contact, and Facebook to produce e-newsletters and member publications. The applicant should demonstrate basic knowledge of these or similar programs used for mass communications to membership and attendees.

Website Management

This position will manage content for two websites. Currently updates for these sites would be minimal, including document, text and graphic uploads. Currently these sites are managed in DreamWeaver, some basic knowledge of similar editing programs is useful; code programming is not required.

REQUIRED QUALITIES & SKILLS

Team-Member Qualities

The ideal candidate would exhibit the following qualities: must be trustworthy and bondable, willing and able to work autonomously and in a small office, strong and proven abilities to multi-task and prioritize, sound communication skills (both written and verbal), polite with the public on the telephone and in person, timely,

efficient, flexible, organized, willing to learn, professional dress and demeanor, have an attention to detail in everything produced, and work well as a team member.

Technical Skills

We use the following programs in our office. The applicant does not need to be proficient in all the below programs but it is required that the applicant have minimal competency in similar programs. Applicants should show interest and aptitude to learn and be able to get up to speed quickly.

- Word (proficient)
- Excel (proficient)
- Understanding of search functions and tools available on the internet (proficient)
- Outlook email client or similar program (proficient)
- Access database (basic understanding of similar database program)
- QuickBooks (or similar accounting program, basic understanding preferred not required)
- Website editing systems/software: DreamWeaver, WordPress, Drupal and/or SquareSpace (basic or similar programs)
- Adobe Photoshop (basic or similar programs; able to edit existing documents, insert photos, etc.)
- Adobe InDesign (basic or similar programs; able to manipulate and edit existing graphics/photos)
- Email HTML programs, eg. Constant Contact, MailChimp, etc. (basic or similar)
- Social media experience, Facebook & Twitter (basic understanding)

Experience & Background

The applicant must illustrate exceptional organizational skills, working knowledge of written communication and possess the ability to edit and review documents, with a strong eye for consistency. Writing and editing tests will be administered to those who are short-listed for the position.

Experience working in an office, multi-tasking with written projects and telephone coverage is a must. Telephone coverage is minimal to moderate and would include mostly member-service related handlings. Cross training in the office is usually required for general office.

Experience working to manage speakers, vendors, attendees, materials and facilities arrangements is required. Direct experience organizing and executing conferences on site will be required. Staff management experience on site would be helpful.

HOURS & COMPENSATION

This position would be an employee of the association management company as the Associate Director to two related non-profit organizations (both ½ time in nature).

Office & Conference Hours

This position would be a full-time, salaried position of 40 hours per week. Coverage is needed in the office approximately 8am – 5pm, M-F; evening hours are not available. Home or contractor work is not an option for this position. Work on site at the conference would be for one week, as needed to execute the meeting.

Our office manages several conferences around the country and internationally, if of interest, this employee would be asked to participate at one conference out of town annually. Participation and travel to this meeting is not required for consideration of hire nor employment, but would be helpful to the team if possible. Travel is to 4-5 star facilities around the country in the fall.

Compensation

Compensation is DOE and skills. Performance bonuses are provided when applicable. Submit salary requirements with the resume and application. Benefits are offered, health insurance through exchange (might be changing), and will be reviewed during the interview process.

Benefits

- Matching up to 4% of overall salary in a 401K will be available to any employee who qualifies to participate in the program.
- Paid Holidays.
- Vacation/Sick days. Two weeks (10 business days) accrued annually paid leave is available for use at will, after the completion of six months of employment. Increases after three, five and ten year's employment.
- Health insurance through the Idaho exchange (might be changing).
- Merit-related bonuses will be considered and paid as warranted.
- Work-bonuses if employee elects to help manage other company conferences.
- Travel is not required for this position, but employees are encouraged to cross train, and are offered the opportunity to travel to and assist at other conference sites around the country. These are Tier 1 and 2 cities with 4-5 star properties.
- All employees may retain their air miles reward points for personal use.
- Direct deposit.
- Flexible working schedule.
- Very casual dress environment.
- Low pressure, friendly environment.

Note: Please be aware that we have a small 'office dog'.



Position Application

PO Box 1311
Meridian, Idaho 83680
Office: 208.466.2519

Personal Information			
Last Name	First Name	Middle Name	Today's Date
Street Address	City	State	Zip Code
Home Phone: (____) _____ - _____	Are you a United States Citizen or legally eligible to work in The U. S.? ____ Yes ____ No <i>(if hired, you will be required to provide documentation that you are eligible to work in the U.S.)</i>		
Work Phone: (____) _____ - _____			
Other: (____) _____ - _____			
Title of Position Applying For			Date Available to Start
Have you been previously interviewed or employed by the MatrixAMC? ____ Yes ____ No If Yes, list date(s) and job title(s):			
Are you currently employed?		If so, may we contact your present employer?	

Education			
Name and Location	# Years Completed	Major Area of Study	Degree/Diploma
High School			
College			
Graduate School			
Technical or Certificate Programs			

Employment History

Please provide the following information for your previous three employers, leaving no gaps in history, beginning with the most recent: (Attach an additional page if necessary, do not use "see attached resume".)

Employer:	Dates Employed: From _____ To _____	Position Title:
Address:		
Telephone:	Position Duties:	
Monthly Pay Start: Finish:		
Reason for Leaving:		

Employer:	Dates Employed: From _____ To _____	Position Title:
Address:		
Telephone:	Position Duties:	
Monthly Pay Start: Finish:		
Reason for Leaving:		

Employer:	Dates Employed: From _____ To _____	Position Title:
Address:		
Telephone:	Position Duties:	
Monthly Pay Start: Finish:		
Reason for Leaving:		

How did you hear about this position?

MatrixAMC is an Equal Opportunity Employer. It is the policy of MatrixAMC not to discriminate in employment matters on the basis of race, creed, color, age, marital status, national origin, sex, or status with regard to public assistance or disability.

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal.

Signature of Applicant

Date