

Airway Management Education Center, LLC

Job Title:	Continuing Education (CME) Event Planner	Job Category:	
Location:	Any location. Remote, Travel may be required.	Estimated hours:	Avg 10 hours per week (may vary from 5-20 hours per week)
Level/Salary Range:		Position Type:	
Contact:	Jennifer Hutchins, Executive Director	Email:	jhutchins@theairwaysite.com

Job Description

Job Purpose:

The Event Planner is responsible for coordinating aspects of the National Courses involving faculty, staff, hotel arrangements, grants and vendor requests. In addition, the Event Planner supports faculty scheduling for Custom and Residency Courses, and coordinates AMEC social events including dinners, partner meetings, and retreats.

Duties:

Prior to each National Course:

- Work with Course Directors to schedule faculty for National Courses.
- Communicate faculty assignments and make modifications/substitutions as needed.
- Schedule on-site logistics staff for National Courses at the start of each year.
- Communicate staff assignments and make modifications/substitutions as needed.
- Review hotel contract for each National Course to ensure compliance with requirements and deadlines.
- With input from the Logistics Team Lead and the Equipment Coordinator, and oversight by the Executive Director, submit grant proposals and vendor requests.
- Support efforts to obtain PowerPoint presentations early in year for review/formatting by Director of Marketing.
- Establish contacts with hotel personnel handling each National Course, including convention services manager, banquet manager, AV manager and rooms coordinator to ensure effective communication prior to and during each Course.
- Work with Logistics Team Lead to provide all necessary information (e.g., meeting room assignments, room set-ups, AV requirements) to appropriate hotel contacts in a timely fashion.
- Provide Director of Marketing all necessary hotel information, including link to hotel reservations and cut-off date for group room rates.
- Monitor group pick up and room block in accordance with each hotel contract. Coordinate with Director of Marketing to facilitate any necessary customer communication to increase group pick up in advance of cut-off date.
- Provide faculty and staff rooming list to hotel and monitor and report changes as they occur.
- Provide Food and Beverage requests to hotel in accordance with contractual provisions. Update as necessary.
- Schedule a pre-conference meeting with the hotel on the Thursday preceding each National Course weekend. Review all Event Orders for accuracy prior to meeting.
- Attend the pre-conference meeting remotely or prepare Registration Staff to attend in person.
- Organize faculty dinner for Saturday evening of National Course weekend with input and final approval from the designated Course Director.

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- Organize Staff dinner, if indicated, on Thursday evening of National Course weekend.
- Ensure that Registration Desk staff is prepared to monitor compliance with Event Orders, particularly as it relates to food & beverage.
- Be available remotely (on-call) to address questions/issues during the weekend of each National Course.

After each National Course:

- Complete post-Course hotel survey.
- Review hotel bill for accuracy and work with hotel to address discrepancies. Provide Executive Director with final copy.

Other:

- Support Executive Director in determining National Course schedule, selecting venues, and contracting with hotels.
- Assist Director of Custom and Residency Programs with scheduling faculty for Custom and Residency courses.

Note: Four hotel contracts are in place for 2026:

- March 6 – 8, 2026 (San Diego)
- May 1 – 3, 2026 (Boston)
- September 25 – 27, 2026 (Atlanta)
- November 13 – 15, 2026 (San Diego)

Two National Courses are held simultaneously at each hotel venue.

Skills/Qualifications:

- Bachelor's degree preferred
- Excellent verbal and written communication skills
- Intermediate computer skills including demonstrated proficiency in the use of Microsoft Office (Excel, PowerPoint and Word), and Dropbox or similar products.
- Knowledge of online meeting platforms such as Microsoft Teams and Zoom.
- Demonstrated ability to plan and execute large-scale events in live formats.
- Demonstrated project management, decision making, prioritization, time management, teamwork and customer service skills.
- Experience working with hotel venues and hotel contracts.

Approved by:	Jennifer Hutchins	Date:	6/24/2025
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