

Airway Management Education Center, LLC

Job Title:	CME Logistics Team Lead for National Courses	Job Category:	
Location:	Any location. Travel is required.	Estimated hours:	Avg 10 hours per week (5-20 hour range) Travel to National Course (approx. 4 times per year; Wed – Sunday)
Level/Salary Range:		Position Type:	
Contact:	Jennifer Hutchins, Executive Director	Email:	jhutchins@theairwaysite.com
Job Description			
<p>Job Purpose:</p> <p>The purpose of the Logistics Team Lead (LTL) position is to facilitate the seamless running of the national courses on-site with the goal of providing attendees, faculty, and staff with a positive experience. The LTL will be an integral part of the National Course Team that comprises the Event Planner, Equipment Coordinator, and Registration Lead. In addition, the LTL will take a hands-on approach to this role by contributing to the work of the logistics team while on-site.</p> <p><i>Direct reports: Will oversee on-site contractors (Logistics staff) for National Courses.</i></p> <p>Duties</p> <p>At the start of each year (or earlier):</p> <ul style="list-style-type: none"> • In collaboration with Equipment Coordinator, communicate to the Event Planner the needed supplies/equipment for grant applications and equipment requests. • Communicate course dates/locations to Equipment Coordinator and/or shipping vendor with arrival and pick-up details. • Arrange and confirm vendor support (e.g., equipment, manikins, supplies) for each Course. <p>Prior to the arrival at the course venue:</p> <ul style="list-style-type: none"> • Ensure meeting space is sufficient and available (i.e., review/approve POE). • Assign meeting space to course sessions. • Arrange for needed AV support from hotel AV vendor. • Provide hotel with information about arrival of trunks and equipment, and provide instructions for how the items should be distributed to the convention space upon arrival. Special attention must be paid to pig tracheas which require refrigeration. • Confirm room set-ups. • Confirm course schedules with Course Directors. Share schedules with Event Planner and Registration Lead by deadline. <p>Onsite:</p> <ul style="list-style-type: none"> • Arrive at the course hotel on the Wednesday prior to the start of each course. • Ensure trunks and pallets arrive and are distributed per instructions given to hotel. Work with shipping vendor and equipment coordinator to resolve any issues. • Ensure all vendor equipment arrives to the hotel and is returned per prior agreement with vendor. Work with vendors to resolve any issues. 			

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- Attend pre-conference meeting with hotel staff.
- Ensure all team members are familiar with the hotel space (e.g., on-site walk-through) and their assignments.
- Ensure presentations are loaded onto the course computers and ready to be used by faculty. Coordinate with Marketing Director to ensure most current files are loaded to course computers and archived.
- With Course Director, assign simulation cases to appropriate faculty/sessions.
- Ensure AV vendor fulfills obligations.
- Ensure rooms are set up properly (including Exhibit Area).
- Ensure equipment (including AV equipment and Audience Response System) is working.
- Ensure each team member is working efficiently and achieving room set-up/turn-over goals.
- Participate in room set-ups.
- Serve as the main point of contact for faculty members throughout the course to ensure that they have what they need to teach.
- In collaboration with the Registration Lead, interact with the hotel staff as needed.
- Ensure that the logistic team contract provisions are being followed.
- Enforce CME requirements on-site (e.g., no commercial activity by vendors in CME space).
- Along with the Equipment Coordinator, assign breakdown/packing responsibilities to logistics team.
- Coordinate along with Equipment Coordinator the outbound shipping of trunks, pallets, and vendor equipment. Confirm pick-up details with hotel, Equipment Coordinator, and shipping vendor.

Other:

- Participate in post-course de-briefing which includes evaluation review and synthesis.
- Collaborate with the Equipment Coordinator to create and submit to the Executive Director, by November 30th of each year, a budget request that includes repair and replacement of existing equipment and purchase of new equipment for the upcoming year.
- Contribute to the updating of the hotel Request for Proposal which outlines our space and other requirements.
- Provide input and feedback to the Executive Director to support hotel contracting, as requested.
- Coordinate with Director of Marketing as necessary to communicate on-site details with customers.

Note: Four hotel contracts are in place for 2026:

- March 6 – 8, 2026 (San Diego) (on site March 4 – 8)
- May 1 – 3, 2026 (Boston) (on site April 28 – May 3)
- September 25 – 27, 2026 (Atlanta) (on site September 23 – 27)
- November 13 – 15, 2026 (San Diego) (on site November 11 – 15)

Two National Courses are held simultaneously at each hotel venue.

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Skills/Qualifications:

- Medical or simulation lab background (such as RN or EMT experience, do not need both.) Familiarity with medical equipment is a plus.
- Excellent verbal and written communication skills
- Ability to hold weekly office hours to allow for coordination with team.
- Demonstrated project management, decision making, delegation, prioritization, team building, time management, customer service, and conflict resolution skills
- Ability to communicate and collaborate effectively with all levels of staff, physicians, management, executives, customers/attendees and a wide variety of internal and external vendors, collaborators, and stakeholders

Approved by:

Jennifer Hutchins

Date:

6/24/2025