



NATIONAL STONE, SAND
& GRAVEL ASSOCIATION

Job Title: Coordinator, Meetings & Membership
Reports to: Vice President, Meetings & Membership

The National Sand, Stone & Gravel Association (NSSGA) is the leading voice and advocate for the aggregates industry. Our members – stone, sand and gravel producers and the equipment manufacturers and service providers who support them – are responsible for the essential raw materials found in every home, building, road, bridge and public works project and represent more than 90 percent of the crushed stone and 70 percent of the sand and gravel produced annually in the United States.

Position Summary

The Coordinator, Meetings and Membership supports NSSGA's strategic plan by facilitating the delivery of meetings for the aggregates industry and handles member-related requests and tasks. Reports to the VP, Meetings & Membership.

Key Responsibilities

EVENTS

Pre-Event

- Assist Manager of Meetings & Events to create and manage registration flow for all conference websites in collaboration with the Communications department.
- Organize and prepare all shipments to and from NSSGA meetings.
- Coordinate and document purchases for event related items. Maintain a running tally of items and prices to share with Director of Meetings & Events.
- Provide registration lists when requested by NSSGA staff.
- Assist Meetings & Events staff with pre-event tasks, as assigned.

Onsite

- Provide exceptional customer service at onsite registration desk and appropriately train staff as needed.
- Prepare shipment from host hotel to NSSGA headquarters.

Post-Event

- Organize shipments coming back from NSSGA meetings.
- Provide post-event reporting to ensure historical integrity of event data.

MEMBERSHIP

- Assist in database management (updating member records).
- Assist in running queries and member lists for internal and external stakeholders.
- Assist with member renewals.

SPONSORSHIP



- Review, organize and track sponsor deliverables.
 - Notify Director, Meetings & Events and other staff as needed what deliverables need to be purchased or followed up on.
 - Coordinate and communicate with sponsor contact regularly – ensuring they are using complimentary registrations, sending mailing address for hotel if they are providing collateral and other items as needed.
- Maintain a detailed list of active and prospective sponsors.

OTHER RESPONSIBILITIES

- Maintain Meetings and Membership departments mailboxes and respond to inquiries within one business day.
- Answer incoming calls to the main NSSGA line and provide outstanding customer service to all telephone inquiries.
- Serve as back up for setting up and leading NSSGA webinars.
- Provide assistance as requested for Meetings & Events and Membership Committee meetings, including but not limited to arranging conference calls, notetaking, facilitating discussion groups, etc.
- Maintain inventory for Meetings & Events departments items, keep storage closet organized and cleaned out, as needed.
- Prepare and develop staff responsibility chart for the Annual Convention and Legislative & Policy Forum.
- Provide assistance as requested for Meetings & Events / Membership teams as directed by VP, Meetings & Membership.
- Other relevant duties as assigned.

Background/Education Requirements

- A strong customer service philosophy and attention to detail both internally and with external stakeholders.
- Ability to learn new technology quickly.
- Self-motivated, able to take initiative, and work independently.
- Takes personal responsibility and accountability for work - maintains high standards despite pressing deadlines.
- Ability to handle competing priorities seamlessly and efficiently prioritize tasks.
- Detail oriented, highly organized team player who thrives in a fast-paced environment.
- Excellent time-management skills, with ability to manage multiple tasks and projects, track details, and ensure timely and accurate results.

Please provide resume, cover letter and salary requirements to hr@nssga.org. Located in Alexandria, VA, NSSGA provides a supportive work environment, excellent benefits and competitive compensation, including health and dental insurance, participation in a 401(k) with company match, paid vacation and sick days and holidays, participation in a flexible spending account and transit program.

NSSGA is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.

