

## POSITION DESCRIPTION

**Position Title:** Coordinator, Exhibits & Sponsorship  
**Department:** Corporate Partnerships, Development & Events  
**Reports To:** Director, Exhibits & Sponsorship  
**Supervises:** Non-Applicable  
**FLSA Status:** Non-Exempt  
**Effective Date:** August 2025

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### General Description:

The Coordinator, Exhibits & Sponsorship is responsible for the implementation and execution of Affiliate Events and Satellite Symposia for The Liver Meeting® (Annual Meeting). The Coordinator, Exhibits & Sponsorships supports the Exhibits & Sponsorship team with the exhibit and sponsorship sales process, sponsorship fulfillment, researching the healthcare landscape for new leads/opportunities, and provides general administrative support to the department. The position supports the furtherance of diversifying and strengthening of AASLD's revenue streams with a long-term target of financial independence.

### Key Responsibilities:

#### Affiliate Events

- Serves as primary contact for affiliate event organizers and vendors
- Manages the creation and set up of the affiliate application and oversees submission process
- Oversees testing and edits to the affiliate application and email communications
- Works with hotels in The Liver Meeting® housing block to manage space for all affiliate events
- Works with Director, Exhibits & Sponsorship to coordinate needs of larger exhibitors and sponsors pre-meeting, post-meeting and throughout the affiliate application process to ensure satisfaction
- Reviews all affiliate marketing materials for proper language to ensure compliance with AASLD guidelines
- Responsible for post-meeting reporting and follow-up with hotels

#### Exhibits

- Processes exhibit applications, generates invoice, receipts, and routine correspondences for exhibitors
- Works closely with Finance & Accounting Department on invoice and payment reconciliation
- Collect forms and maintain exhibitor checklist in MapYourShow (MYS)
- Solicits RFP and negotiates bids for security and first aid vendors
- Collects Exhibitor Certificates of Insurance, Giveaway Forms, and Exhibitor Appointed Contractor Forms
- Annually update guideline and contract templates with current conference information.
- Assists with distribution of exhibitor communications and newsletters

#### Data Management

- Maintain accurate and up-to-date account records in Monday.com CRM, including adding new prospects, contacts, and company details.
- Ensure data consistency and alignment across Monday.com, MapYourShow (MYS), and Nimble platforms.
- Identify and recommend process improvements, research new tools, and enhance integration and utilization of existing systems.

#### Satellite Symposium

- Manages the application process, contracting, invoicing, and implementation of approved Satellite Symposia working with the Director, Exhibits & Sponsorship
- Serve as primary liaison with CME organizers to ensure adherence to conference deadlines

- Maintains and routinely update Satellite Symposium guidelines, application, timeslot inventory, and contract templates
- Review CME organizers' marketing materials for proper language and compliance with AASLD guidelines
- Compile and submit program details for inclusion in the conference app, printed program, website, and Industry Programming Guide.
- Oversee setup of posters and handouts for the Satellite Symposia Wall
- Responsible for post meeting reporting and follow-up

### **Sponsorships**

- Process sponsorship contracts, generate invoices and receipts
- Assists Director, Exhibits & Sponsorship with sponsorship fulfillment by collecting assets, submitting assets to the sign log and vendors, distributing proofs, and preparing analytic reports
- Maintain sponsorship inventory and ensure data alignment across the CRM, Monday.com sponsorship tracker, MapYourShow (MYS), and the Envision sponsorship prospectus
- Communicates deadlines and timelines for fulfillment with existing sponsors and marketing agencies
- Research and solicit proposals from vendors for sponsorship fulfillment
- Explores new sponsorship opportunities, researching costs and pricing, to add to the AASLD portfolio benchmarking against other medical conferences and association

### **General**

- Monitors the exhibits email inbox, responding to inquiries, directing messages to appropriate staff, and ensuring timely follow-up
- Performs a variety of administrative duties including preparing routine correspondence, scheduling meetings, phone coverage, and file maintenance
- Participates in planning/committee meetings and conference calls as needed
- Travels to The Liver Meeting®, smaller conferences, and planning meetings as appropriate or required
- Other duties as assigned

### **Education and Experience**

- Bachelor's degree in relevant area, or other related field equivalent work experience. Some positions may only require an Associate's degree/technical diploma, or other related field equivalent work experience.
- 1-2 years of customer relations or hospitality experience.
- Experience in non-profit helpful

### **Skills Needed in Position**

- Excellent written and verbal communication and proofing skills
- Exceptional interpersonal skills; customer service attitude; detail oriented; team player
- Ability to meet deadlines, handle multiple tasks and adjust workload to meet shifting priorities
- Proficiency in Microsoft Office Suite (Word, Excel, and Outlook), Adobe Acrobat, and project managements software (Monday.com) desirable
- Overall comfort and with technology and working in and learning different technical platforms
- Communication skills: skill in clearly and effectively communicating ideas verbally and in writing, including the ability to edit the writing of others.
- Planning and organizing skills: skill in determining priorities, developing plans to assure the achievement of objectives, and allocating time and resources effectively.
- Customer service skills: Providing the highest quality products and services that meet or exceed the needs and requirements of internal and external customers.
- Interpersonal skills and emotional intelligence: skill in building and maintaining effective interpersonal and team relationships with a diverse network of colleagues inside and outside the organization, and with other relevant individuals with whom the organization works (members, other organizations, funders etc.)

*The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements. Duties and responsibilities may be changed or expanded at any time to accommodate the needs of the AASLD.*