



## Job Title: Meetings and Events Manager

The Higher Learning Commission (HLC), a non-profit higher education association, seeks an individual with strong time management and organizational skills to support the Meetings and Events department.

The Meetings and Events Manager plans, organizes, and executes virtual, hybrid, and in-person events and meetings in support of HLC's member education and training needs. The Manager focuses on planning and logistical support for assigned HLC events, working closely with Member Education and Training on event delivery.

### Qualifications and Competencies

- Bachelor's degree required; CMP preferred
- Three to five years of relevant work experience in planning and hosting in-person meetings and events; experience with virtual and hybrid meetings and events preferred
- Experience with virtual platforms such as Zoom, Teams, and GoToWebinar
- Project management experience strongly preferred
- Proven track record at effectively managing event production schedules to successfully plan and actualize live, virtual, and multi-channel events
- High degree of experience with standard office software and meeting planning technology
- Experience with registration, project management, and content management software preferred
- Technical and professional skills in management as well as strong organizational, problem solving, and communication skills
- Strong interpersonal and collaborative skills required to give direction and guidance to individuals involved in event/meeting planning assignments
- Excellent written and verbal communication skills
- Strong time management and organizational skills
- Experience negotiating contracts preferred
- Demonstrated ability to work well under pressure and meet deadlines
- Ability to handle multiple tasks and changing priorities with minimal supervision
- High level of discretion, ability to handle sensitive information required
- Willingness to travel for events, including overnight trips (25%)

### To Apply

Submit cover letter and resume to [MeetingsPosition@hlcommission.org](mailto:MeetingsPosition@hlcommission.org). Electronic submissions in a single PDF file are preferred. Please indicate the name of the position you're applying for in the email subject line followed by last name (e.g., Meetings & Events Manager – Lopez). Review of the applications will commence July 20, 2022. Please do not call or email to inquire about the position. More information is available in the [Position Description](#).

The Higher Learning Commission (HLC) is the largest accrediting agency in the United States, serving approximately 1,000 member colleges and universities. HLC has approximately 60 employees. HLC offers a rich benefits package: The HLC office is closed the week of Dec. 24–Jan. 1, employer contribution of 10% of base salary to a retirement plan, and 20 vacation days.

HLC also offers a hybrid work environment. HLC requires all staff to be fully vaccinated for COVID-19 to work at the HLC office or attend HLC events in-person.

HLC is an equal opportunity employer. If you may require reasonable accommodations in completing this application, interviewing, completing any pre-employment testing or otherwise participating in the employee selection process, please direct your inquiries to [hr@hlcommission.org](mailto:hr@hlcommission.org).