

**NATIONAL ATHLETIC TRAINERS' ASSOCIATION  
MEETINGS DEPARTMENT JOB DESCRIPTION**

**MEETINGS COORDINATOR (SPECIAL PROJECTS)**

---

**POSITION REPORTS TO:** Director of Meeting Management

**POSITION CONCEPT:** Coordinate annual meeting special projects including development of key contact list, shuttle service, blood drive, Host Committee and Board dinners, VIP housing accommodations and ground transportation, special accommodations, ribbons and badge holders, staff badges, foliage, office equipment and accounting safe, and NATA Office Team communications and arrangements. Assist director with special projects as needed.

**DUTIES:**

1. Coordinate special projects on behalf of the department director.
2. Maintain the Annual Meeting Key Contact List.
3. Coordinate the Annual Meeting shuttle service and RFP process. Provide hotel package information and work with our shuttle vendor to develop a shuttle plan that meets the needs of our attendees. Monitor shuttle service on-site during the Annual Meeting.
4. Coordinate the NBATA/NATA Blood Drive during the Annual Meeting. Work with the Host Committee chair to identify a local blood drive organization. Contact organization and make appropriate arrangements for a three day blood drive utilizing mobile units. Monitor the blood drive on-site during the Annual Meeting.
5. Coordinate the Host Committee and Board of Directors dinners, which take place during the Annual Meeting. Work with director to select location and make arrangements with the restaurant/facility. Oversee the invitation and RSVP process. Meet with restaurant/facility representatives the day of the event to ensure all arrangements are in order.
6. Assist director with compilation of the VIP housing report for the Annual Meeting.
7. Coordinate all ground transportation arrangements for Annual Meeting VIPs. Monitor all arrangements on-site during the Annual Meeting.
8. Oversee and coordinate arrangements for all Annual Meeting special accommodation requests. Monitor the registration system for special accommodation requests, contact the individual to inquire about their specific needs and make arrangements to meet those needs. Monitor all arrangements on-site during the Annual Meeting.

9. Oversee the Annual Meeting badge holder inventory. Perform an inventory of these materials immediately following each Annual Meeting and submit inventory report to director. Replenish inventory as directed by director.
10. Coordinate the NATA staff badge ordering process. Survey staff and order badges as requested.
11. Coordinate all Annual Meeting foliage requirements. Meet with vendor to review requirements and provide event dates, times and locations. Monitor placement of foliage on-site during the Annual Meeting.
12. Secure office equipment and safe for the NATA and Accounting Offices on-site during the Annual Meeting. Confirm and monitor delivery and pick-up of equipment.
13. Assist director with NATA Office Team arrangements and communications.
14. Assist director with special projects as needed.
15. Perform other duties as assigned.

11.6.06