

Job Title: Associate Director of Meetings and Events

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 Associate Director of Meetings and Events plans, organizes, and executes in-person, hybrid, and virtual events and meetings for assigned HLC events. The Associate Director works closely with Member Education and Training on event delivery and serves as an essential team member in the planning and execution of the annual conference.

Qualifications

- Bachelor's degree required
- CMP or equivalent industry-related certification or training required
- Five to seven years of relevant work experience in planning and hosting in-person meetings and events; experience with virtual and hybrid meetings and events preferred
- Experience negotiating contracts required
- Experience with large conferences and tradeshow preferred
- Experience in higher education preferred
- Familiarity with best business practices and trends in the hospitality and meeting planning industry
- Experience with virtual platforms such as Zoom, Teams, and GoToWebinar
- 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 event registration software required
- Experience with 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
- Demonstrated ability to work well under pressure and meet deadlines
- Demonstrated ability to manage multiple events at once and handle changing priorities
- High level of discretion, ability to handle sensitive information required
- Willingness to travel for events, including overnight trips (25%)
- Must be able to regularly attend in person events in Chicago area and routinely work in the HLC office and offsite events, including with short notice

To Apply:

Submit cover letter and resume to

MeetingsPosition@hlcommission.org. Electronic submissions in a single PDF file are preferred. 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 is a hybrid work environment. In general, employees are expected to work in the HLC office on an occasional basis.

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.