



Conference Assistant

Infinity Conference Group, Inc. (INFINITY), is searching for a Conference Assistant to join a growth-oriented, woman-owned small business. INFINITY is a progressive, agile boutique company with over 30 years' experience providing cutting edge conference, workshop, and special event solutions and operational support to government, commercial, and non-profit clients on an on-site, virtual and hybrid basis. The ideal candidate is an energetic, team-oriented, self-starter who will provide in-person, virtual and hybrid meeting coordination assistance, as well as registration fee accounting services for a variety of clients.

Specific duties and responsibilities include the following:

- Assist meeting planners and senior managers with planning and logistics support including site selection, vendor coordination, speaker management, travel support, materials production and packing/shipping.
- Support setup and hosting of online events using virtual platforms such as Zoom.
- Develop meeting websites in Cvent and/or Aventri event management systems.
- Setup and monitor online registration in virtual platform and/or registration system (Zoom, Aventri, Cvent).
- Process travel reimbursement and honoraria claims.
- Assist accounting department with registration fee accounting and reconciling.
- Prepare and proofread correspondence and event marketing materials.
- Answer phones and email inquiries.

The successful candidate will be able to demonstrate the following qualifications, skills, and experience:

- At least 1+ years of administrative experience, (conference support, graphic design, website, or registration role a plus).
- Bachelor's degree or Associate's degree with two years' work experience.
- Strong oral and written communication skills.
- Ability to multi-task while maintaining close attention to detail.
- Strong Microsoft Office skills (must know mail merge, intermediate Excel knowledge).
- Ability to handle changing deadlines calmly.
- Works well both independently and as a team player.
- Experience with virtual platform such as Zoom strongly desired.
- HTML coding, website editing and creation, and some graphic skills (InDesign, Illustrator, Photoshop, Dreamweaver, or similar software, social media sites) preferred.

Position offers the ability to work on a hybrid basis with competitive base pay, bonus eligibility and a comprehensive benefits package.

Qualified candidates residing in the Washington metropolitan area should submit their resume. Direct applicants only please – no agencies.

Please submit salary requirements with resume.