



Meeting Planner

Infinity Conference Group, Inc. (INFINITY), has an immediate opportunity for a Meeting Planner 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 meeting planning and travel logistics support for government and non-profit clients. The position will report to a Senior-level Conference Manager/Project Director. The job of the Meeting Planner will include supporting approximately 8-10 meetings per year. The position demands excellent attention to detail, customer service skills, and a high level of professionalism.

Roles and Responsibilities:

- Facilitate and coordinate all aspects of meeting planning including site selection, vendor negotiations, event registration, on-site staffing, post-event reporting and invoice reconciliation
- Develop project timelines
- Develop event websites and online registration forms
- Write notes and transmit action items after client calls
- Send and track correspondence with clients, speakers, participants, and sponsors/exhibitors
- Work with venues to coordinate meeting room set up, AV requirements, and catering
- Coordinate hotel room blocks, travel, honoraria, and reimbursements for sponsored participants
- Coordinate and oversee production of meeting materials including name badges, meeting materials, program books, supplies, signage, etc.
- Coordinate group travel and process expense reimbursements
- Manage packing and shipping of meeting materials
- Staff events and manage on-site registration for local meetings (Northern VA, DC, MD) and occasional domestic long-distance travel
- Create and analyze event evaluations and prepare post-event reports
- Track expenses and monitor event budgets
- Data entry and administration functions

Qualifications:

- Previous meeting planning experience (2-3 years) required
- Experience with online registration systems (e.g., Cvent, Aventri)
- Familiarity with virtual meeting platforms (e.g., Zoom, WebEx)
- Experience coordinating Federal government meetings or Federal government travel a plus
- CMP or CGMP a plus



- Bachelor's degree from an accredited university or college or equivalent experience
- Ability to manage multiple events/logistics simultaneously in an organized manner
- Strong oral and written communicator with a high degree of skill in grammar, spelling and punctuation
- Excellent computer and analytical skills, including Microsoft Office Suite
- Ability to work with multiple project managers and function calmly under pressure
- Ability to work both independently and as team player

This position requires day hours, up to 40 hours a week, Monday – Friday and may require some domestic travel. On an infrequent basis, early morning hours are required for staffing local conferences.

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.