

Events & Marketing Coordinator

Job Description

Reporting to the Marketing and Engagement Manager, the Events and Marketing Coordinator is responsible for the following:

1. MIA events planning, design, organisation and coordination, while managing all project delivery elements within time limits. MIA events include continuous professional education events, conferences, member social and networking events, the New Members' Ceremony, education and career events, etc.
2. Liaise with the technical (including committees), marketing and finance representatives to identify their event related needs and to attain objectives.
3. Organise facilities and manage all event related details including setting up the events in the MIA's MRM system, updating, accounting for and following up of bookings and cancellations, venue decoration and set-up, catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional material etc.
4. Processing end of day and other finance related reports, as required.
5. Ensure compliance with event related insurance, legal, health and safety obligations.
6. Cooperate with marketing and PR to promote and publicise the event.
7. Conduct pre- and post - event evaluations and report on outcomes.
8. Maintain adequate and organised event records.
9. Performing general administration duties.
10. Handling any other day-to-day tasks as directed.

Support the Marketing & Education Coordinator by:

1. Assisting in creating, communicating & executing plans for desired events & projects.
2. Assisting in coordinating, setting up and attending education related events, conferences, visits & fairs.
3. Assisting in leading any new initiatives with emphasis on education.

Execute any other duties, as assigned from time to time, by management.