



International Antiviral Society-USA
425 California Street, Suite 1450
San Francisco, CA 94104-2120
Phone: 415-544-9400
www.iasusa.org

Position Title: CME Project Manager / Meeting Planner
Hours: Full Time
Location: San Francisco, CA
Supervisor: Executive Director
Initial Salary: \$45,000

Job Description

Who We Are

The IAS-USA is a non-profit Continuing Medical Education (CME) organization with a mission worth being passionate about! Headquartered in the Financial District of San Francisco, the IAS-USA has led cutting-edge, technical and complex physician education for the past 26 years with a long record of success. The mission of the IAS-USA is to improve the prevention, treatment, care, and quality of life for people with or at risk of HIV, hepatitis C virus, or other viral infections through high-quality, relevant, balanced, and needs-oriented education and information for practitioners and scientists who are actively involved in medical care and research.

Who You Are

IAS-USA is seeking a highly organized and detail-oriented individual for the position of CME Project Manager / Meeting Planner. Under the supervision of the Executive Director, CME Project Manager / Meeting Planner the will work with a cross-functional team to manage work on Continuing Medical Education programs, including faculty and venue communications, meeting scheduling and follow-through, activity materials, and post meeting evaluations. Team members are held to a high standard within a business-like environment that serves our domestic audiences.

This is a mid-level position.

What You Will Do

The CME Project Manager / Meeting Planner will meet a variety of organizational needs including:

- Act as a liaison, and craft clear communication, to expert medical and academic faculty, attendees, vendors, and others
- Develop task list and timelines to guarantee deadlines are met
- Produce program materials including publicity, signage, handouts, and miscellaneous forms
- Meet deadlines for guarantee submissions or payment schedules
- Work with on-site team to ensure all components are completed
- Compile post-program reports and archive binders
- Ensure compliance with current accreditation procedures
- Perform general administrative work, such as creating and/or updating project documents, and creating and maintaining files
- Schedule conference calls and meetings; writing and distributing meeting minutes and conference call summaries
- Post program: review billing for accuracy, post program review, and appropriate reports
- Assist the Executive Director with special projects duties as requested

What You Will Bring

- High level of professional accountability in a mission-driven environment
- Collaborative work style with an in-house team and independent contractors during regular office hours within 40-hour work week
- Ability to take direction and work positively as both a team member and independently
- Adaptability to established procedures that support successful team work
- 4-year college degree (background in event planning and/or the sciences is helpful but not required)
- Knowledge in Microsoft Office programs (Word, Excel, PowerPoint, and Access) and Mac-based software (InDesign, Photoshop, Illustrator, etc.)

Employee Benefits

- Generous vacation, holiday, and sick leave policy that increases progressively based on your tenure with IAS-USA
- Work-life balance through a standard 40-hour work week that rarely requires an additional commitment of time or travel
- 401-3(b) retirement with employer match after 2 years of employment
- Health plan, dental, vision insurance
- Corporate casual dress (no suits, no jeans)
- Initial compensation of \$35,000 to \$45,000 based on experience
- Opportunity for advancement and an expansion of your role within the organization

How to Apply

Applications should include:

- Resume
- Cover letter
- Minimum of professional references