



## **PQA POSITION DESCRIPTION**

<b>Title:</b>	Meetings and Events Manager
<b>Supervisor:</b>	Associate Director, Meetings and Events
<b>FLSA Classification:</b>	Full-time; Exempt
<b>Location:</b>	Alexandria, VA (hybrid) / Remote

### **ABOUT PQA**

PQA, the Pharmacy Quality Alliance, is a national quality organization dedicated to improving medication safety, adherence, and appropriate use. A measure developer, researcher, educator and convener, PQA's quality initiatives support better medication use and high-quality care. A non-profit organization with 175 diverse members across healthcare, PQA is a unique alliance in healthcare. It brings pharmacies, health plans, health care providers, pharmacy benefit managers, biopharmaceutical companies, technology vendors, government agencies and others together to build consensus and collaborate to improve medication use quality.

### **POSITION OVERVIEW**

The Meetings and Events Manager supports the delivery of PQA's convening activities, including but not limited to the annual meeting, leadership summit, webinars and other online events, continuing education programs, workshops, forums and staff meetings.

Conferences, in-person and online meetings and education are core interrelated functions for PQA, as we bring the industry together to develop, learn about and share best practices for quality strategies, quality measures, related tools and supporting research.

The manager provides project management and administrative support for PQA's activities and serves as a liaison for workshop participants and internal and external speakers for PQA's meetings and events. The manager also contributes to the evaluation of educational and convening activities.

The ideal candidate is organized, energetic, forward-thinking and creative. This position requires an individual who can work efficiently on several projects simultaneously, is results-oriented, has prioritization skills and can adapt to a fast-paced, deadline-driven and changing environment.

### **ESSENTIAL RESPONSIBILITIES**

- Support the planning and execution of exceptional in-person and online event experiences.
- Assist with the coordination of event planning and management activities, including scheduling, registration process, vendor communication, materials preparation, and post-event follow-up for in-person and online events.
- Support the planning and execution of Board Meeting and PQA Convenes events by coordinating and managing all logistical aspects to ensure seamless meetings.

- Manage speakers for all meetings and education offerings; work with the meeting technology platform (such as Cadmium) to support abstract submission and collection and speaker management.
- Collaborate with educational faculty and presenters on logistical details and practice sessions related to in-person and online programs.
- Collaborate closely with PQA staff responsible for program content to ensure smooth execution of events using the most effective convening formats.
- Coordinate the development, production, and distribution of meeting signage and printed materials to ensure accuracy and consistency with event objectives and branding.
- Provide exceptional customer service to members by responding to inquiries related to events and registration.
- Develop informational content about meeting logistics and events to support promotional communications.
- Provide support in sourcing event sites and virtual platforms by assisting with the preparation and distribution of requests for proposals (RFPs), organizing and tracking incoming responses, compiling proposal summaries, and coordinating with leadership on next steps.
- Plan and execute online meetings, including setting up and managing the meeting on the webinar platform (such as Zoom).

## **QUALIFICATIONS & EXPERIENCE**

### **Minimum Job Qualifications and Skill Sets**

- Bachelor's degree required.
- A minimum of five (5) years of full-time related experience or training in events, meeting or professional educational program support.
- Certified Meeting Planner (CMP) or equivalent certification is a plus.
- Association management experience preferred. Health care association or project management experience is a plus.
- Excellent written and oral communication skills.
- Outstanding customer service skills.
- Ability to manage multiple projects and priorities, to work independently and in teams, proactively and directed.
- Ability to collaborate effectively across organizational lines and functional teams.
- Self-starter, able to anticipate needs and take initiative.
- Fast learner, flexible and adaptable.
- Availability to travel out of state and overnight as needed (anticipated 4-5 times per year).
- Proficiency in Microsoft 365 Suite (Word, Excel, Outlook, and SharePoint), Cadmium and association management systems (Fonteva preferred).
- Experience assessing programs, developing reports and recommendations is preferred.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met and those characteristics that an employee may encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to stand, sit, talk, hear and use hands and fingers to operate a computer and telephone.

- Ability to navigate varied and unpredictable venues during planning and execution of events and meetings (including tight spaces, long distances, uneven ground or terrain, stairways, and the like).
- Ability to lift and carry event materials weighing up to 30 lbs.
- Ability to travel to event locations by air, car, and rail service.
- Close vision requirements due to computer work
- Standard office environment
- Event venues including hotels, restaurants and other event spaces, both indoors and outdoors.

## TRAVEL

Availability for occasional overnight travel to plan and staff the PQA Annual Meeting, Leadership Summit, other events and internal team meetings.

## APPLY

Sponsorship is not available.

Interested candidates should submit a letter of interest accompanied by a resume and/or curriculum vitae to [careers@PQAalliance.org](mailto:careers@PQAalliance.org). Please include your salary requirement in your cover letter. This will help us ensure alignment early in the hiring process.

***This job description does not imply that the stated requirements are the only expectations for the job. Incumbents are expected to perform any other duties that may be assigned. PQA has the right to revise this job description at any time. PQA is an “at-will” employer and as such, neither this job description nor your signature constitutes any form of contractual agreement between you and PQA.***

## EEO Statement

PQA is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation based on the following protected classes: age (40 and older), race (including traits historically associated with race, which includes hair texture, hair type, and protective hairstyles such as braids, locks, and twists), color, national origin, ancestry, religion (including any outward expression of religious faith, which includes adherence to religious dressing and grooming practices and carrying or displaying religious items or symbols), sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), marital status, military status (including status as a uniformed servicemember, a veteran, or dependent of a servicemember), or any other status protected by federal, state, or local laws. The Organization is dedicated to the fulfillment of this policy in regard to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.