

## Meeting Planning Position

The Scientific Consulting Group, Inc. (SCG) is seeking an enthusiastic professional to join our team of meeting planners. This is a hybrid position and the ability to work on-site in the DC area is a requirement. The candidate must be proficient with virtual, hybrid, and in-person meeting management and be able to travel when needed.

### Duties & Responsibilities

- Leads the coordination of all aspects of events (budgeting oversight, pre-planning, logistics, travel, lodging, onsite execution, vendor management, post-wrap-up).
- Develops detailed event-specific task and project work plans.
- Coordinates site selection.
- Leads contract negotiations and prepares supplier agreements and contracts for clients' review and approval.
- Reviews and approves BEOs.
- Oversees and manages venue and supplier activities onsite.
- Hosts virtual and hybrid meetings, providing technical support as needed.
- Assists with the development of registration websites for events and provides regular client updates.
- Serves as point of contact for clients, meeting participants, and speakers.
- Develops participant communications for internal and client approval.
- Works with speakers to obtain, format, and load presentations for events.
- Works with clients to develop meeting materials.
- Finalizes any additional post-meeting tasks – distribute thank you letters, event surveys, etc.
- Regularly reports on planning activities.

### Skills & Requirements

- Ability to manage multiple tasks effectively.
- Ability to work independently and as part of a team, within short timeframes.
- Attention to detail including deadlines and quality control.
- Strong written and verbal communication skills.
- Demonstrated meeting planning skills.
- Proficient with Microsoft products (Word, Excel, PowerPoint).
- Proficient with virtual meeting platforms including Zoom, WebEx, and others.
- Able to plan and execute both on-site and hybrid meetings in the Washington, DC area.

### Education & Experience

- Bachelor's degree in hospitality management, business, marketing, public relations, or communications preferred.
- CMP, CGMP, DES, or CEM certification desired.
- Knowledge of government event planning is a plus.
- 3 to 5 years of related experience and/or training.

Interested candidates should submit a resume and cover letter to: [recruitment@scgcorp.com](mailto:recruitment@scgcorp.com).

SCG is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.