

About the Society for Vascular Surgery

The Society for Vascular Surgery advances the care and knowledge of vascular disease, which affects the veins and arteries of the body, to improve lives everywhere. It counts more than 6,400 medical professionals worldwide as members, including surgeons, physicians and nurses. For more information about vascular health and the society, please visit www.vascular.org.

The Society for Vascular Surgery is an Equal Opportunity Employer.

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Meeting Services Specialist

The Meeting Services Specialist is responsible for the logistical aspects of internal and external meetings located in the SVS meeting center and the OLC, as well as the planning, coordination, and delivery of society webinars. The position will manage and execute logistical elements of meetings as assigned, including on-site executions (i.e. LDP, VRIC, Coding, CPVI). and must demonstrate a strong ability to maximize limited resources efficiently as well as delivering a high level of customer service.

What you'll own

SVS Meeting Center

- Manage the reservation process for both internal and external meetings including maintaining Major Meetings & Holidays Calendar.
- Coordinate logistics for both internal and external meetings.
- Assist the Manager of Meeting Services with hotel guest room contracts for all SVS meeting center meetings, ranging in size from 10 to 40 people.
- Service the set up for all meeting center meetings when SVS members are present, or as directed. Set-up includes the pulling of airwalls, movement of tables/chairs, light cleaning and ensuring the appropriate audio/visual equipment is present and in working order prior to meeting.
- Work with the approved caterers to service the meetings as appropriate. Prepare menu selections and obtain staff approval. Maintain accurate guarantees to minimize expenses.
- Review all meeting center invoices for accuracy and reconcile as necessary.
- Maintain website content and meeting center files/templates for the Department of Meeting Services Intranet page.
- Perform other duties as assigned.

The SVS Vascular Annual Meeting (VAM)

- Compile registration and housing data for weekly VAM registration and housing dashboard. Send weekly comp code usage reports to internal stakeholders.
- Provide administrative support to the department in the preparation of the Vascular Annual Meeting, including handling registration and housing inquiries via email or telephone, and updating various forms and instruction guides
- Maintain website content for the Department of Meeting Services Intranet page
- Collect comp registration requests and ensure that all VIP's are registered and housing is secured.
- Maintain the ribbon and supply box inventory and prepare sponsor ribbon packets.
- Compile SVS staff travel grid with complete flight/travel information.
- Coordinate the office shipment to and from annual meeting site.

Job Posting

- Provide on-site support in the VAM registration area and other areas as needed.
- Sponsorship and Branding administrative support as assigned by Director.

Meeting Logistics

- Manage the logistics for larger SVS courses and meetings as well as any ancillary events that are held in a hotel or offsite venue (not within the SVS Meeting Center) including sourcing and contracting of venue and the preparation of event specifications to include audio/visual and food/beverage requirements.
- Reconcile all invoices.
- Prepare and maintain post meeting reports.
- When needed, assist the Manager of Meeting Services in building registration sites for each meeting using meeting owner specifications and ensuring through testing that site is fully functional. Provide customer support and troubleshooting during the life cycle of the project.
- Work with meeting owners to update website content, including event details, agendas and registration information
- Travel as necessary to provide onsite support

What you'll bring to the job

- Bachelor's degree in Education, Communications, Liberal Arts, or a related field
- 3 years of experience in a health care-related association, with demonstrated success in communications and conference services.
- Proven ability to oversee conference center operations, including housing and registration.
- Experience using AMS platforms and project management tools (e.g., Asana).
- Proficiency in Microsoft Office Suite, particularly Outlook, Word, PowerPoint, and Excel; ability to quickly learn new technologies.
- Excellent customer service and communication skills; adept at managing multiple priorities and solving problems under pressure.
- Ability to work independently in a cross-functional, remote environment.

Your commitment

- **Respect:** We choose to do the right thing; for our members, for our colleagues, and for ourselves. Sharing our collective differences, talents, life experiences, and self-expressions is encouraged. Treating others how they wish to be treated and receiving the same in return creates an environment where trust lives, confidence grows, and great things happen.
- **Innovation:** We have the courage to find new ways to provide value to our members, constituents, and colleagues. We challenge the status quo, consider new ideas, and are never complacent with success. We embrace a continuous learning environment and prepare for an environment of change to ensure we remain relevant.
- **Collaboration & Teamwork:** We are intentional in our ability to consider different points of view and to work effectively with others to support a shared purpose. We address conflict directly and constructively and help to manage/resolve it in a way that strengthens overall team cohesiveness and future effectiveness.
- **Excellence:** Our members rely on us to provide the resources and support they need to deliver the highest level of care to their patients. We are grateful for their trust and are dedicated to delivering excellence by meeting or exceeding expectations. We set a high bar and don't rest on our accomplishments but build on them to be the best.

Job Posting

Physical Requirements & Environment

A typical office setting with a routine of alternating between sitting and standing. Routine use of basic office equipment and computer. Ability to stand and walk for long periods of time when onsite at events. Occasional Travel is required. Occasional evening and/or weekend work may be required based on business needs. Routine travel to the office or local area is required.

Our commitment

SVS offers a comprehensive and competitive recognition and reward program. We believe in professional staff development. We know that our investment in employee growth provides even greater potential for them to contribute to our organization, each other, and the community at large. Target hiring range: \$50,000 - \$60,000, based on qualifications and experience. Benefits include but are not limited to medical, dental, vision, short/long-term disability, life insurance, paid time off, 401(k), recognition and team building, and an annual discretionary bonus opportunity.

To Apply:

Please submit your resume to HRResumes@vascularsociety.org. We will continue to accept applications until the position is filled.