



MEETING MANAGEMENT SERVICES

Project Coordinator- Meetings and Events

Salary Range: \$50,000- \$70,000

Location: 100% Remote (East Coast Hours Required)

Reports to: Director of Meetings and Logistics

Start Date:

Resumes received without a cover letter will be rejected.

WHO WE ARE: Meeting Management Services, Inc. (MMS) is an independently owned meeting planning and consulting firm based in Washington, DC. We deliver full-service planning and strategic consulting for association and corporate conferences across the United States and more than six continents.

We are known for sweating the details others may overlook and for creating thoughtful, engaging attendee experiences wherever we go. Many of our clients have partnered with us for decades and view MMS not simply as a third-party vendor, but as a trusted extension of their team. Our consultative approach, operational discipline, and tireless drive have enabled us to grow and adapt—even through periods of significant industry disruption.

WHO YOU ARE: You are an experienced Meeting Project Coordinator with 2+ years of hands-on meeting or event planning experience, ideally within a fast-paced, third-party or agency environment. You bring an established working knowledge of core meeting logistics, including vendor and DMC coordination, housing management, food & beverage planning, transportation logistics, and onsite execution—this is not an entry-level role.

You are highly organized and detail-driven, comfortable managing multiple workstreams across different programs and timelines. You take pride in execution accuracy, strong follow-through, and accountability, and you are able to operate independently once direction and expectations are established.

You are a collaborative team player who understands the realities of live events and is ready to build on an existing foundation of meeting planning knowledge, take on increasing responsibility, and contribute meaningfully to complex programs from day one. This role is intended for candidates making a lateral move at the coordinator level, not for entry-level candidates.

ROLE OVERVIEW

The Project Coordinator is an execution-focused team member who supports planners across multiple meetings by managing assigned logistics tasks, documentation, and onsite needs.

This role requires prior professional experience, strong organization, and the ability to operate with minimal training. Project Coordinators are expected to execute reliably, follow established processes, and contribute meaningfully to meeting delivery—not observe or shadow. As proficiency develops, Coordinators may begin leading smaller programs (approximately 200 attendees or fewer) with oversight.

Key Characteristics to Succeed at MMS:

- Strong organizational skills
- Ability to multi-task across 3–5 projects simultaneously in a fast-paced environment
- Strong time management and efficiency
- Detail-oriented, proactive approach to execution
- Ability to work independently or as part of a larger team
- Positive, supportive, and calm demeanor



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- Strong analytical and problem-solving skills
- Clear written and verbal communication
- Strong computer skills (Excel and web-based platforms such as Airtable and Smartsheet)

Key Responsibilities

- Execute assigned logistics workstreams, including transportation, housing, décor, off-site events, receptions, and speaker coordination
- Conduct research and provide creative input for meeting design elements, food & beverage concepts, décor, and entertainment
- Coordinate proposal and bid processes for smaller vendors, including tracking responses and supporting comparisons
- Maintain accurate reporting on hotel room pick-up versus contractual obligations
- Support meeting documentation and internal planning tools, including schedules, specs, and task tracking
- Communicate directly with vendors and internal teams to track deliverables and deadlines
- Participate in client and internal planning meetings
- Support vendor and volunteer coordination, as assigned
- Assist with onsite execution and post-event closeout activities

Travel Requirements

- Travel to 3–6 events annually, averaging 5 days per event (up to 10 days)
- Occasional back-to-back travel may be required
- Travel may include weekends and holidays (compensated with additional PTO)

Physical Requirements

- Standard remote office environment
- Ability to assist with onsite setup (moving boxes up to ~25 lbs., unpacking, packet preparation)
- Extended periods of standing and walking (5+ miles per day), primarily in convention center environments

Company Benefits

- Annual Bonus based on company success and performance.
- Subsidized Health vision and dental coverage plus access to FSA/HSA
- Company paid short term disability, long term disability and life insurance.
- 401(K)
- PTO + Federal Holidays + Comp Days

Interested candidates **must send a cover letter** and resume via e-mail to careers@mmsmeetings.com. *Resumes received without a cover letter will be rejected.*