



NATIONAL ASSOCIATION OF  
CHAIN DRUG STORES

## VACANCY ANNOUNCEMENT

**Position:** Coordinator, Meetings & Conferences  
**Department:** Member Services & Conferences  
**Reports to:** Vice President, Meetings & Conferences  
**Classification:** Full-time, Non-Exempt, Overtime Eligible

**Position Summary:** This position will support the administrative and project management needs of the meetings and conferences team. This role demands a high level of attention to detail, exceptional project management, and organizational skills. The ideal candidate will be positive, motivated, determined, and organized, with the ability to adapt to the dynamic priorities of the department and organization.

### Essential Functions:

- \* Assist with all aspects of planning, execution, and post event follow-up for NACDS meetings and events
- \* Assist in reviewing facility and hotel contracts as directed
- \* Prepare and review BEOs
- \* Assist with travel arrangements
- \* Produce, order, pack, and ship meeting materials, maintain inventory of meeting supplies and collateral, and coordinate replenishment as necessary
- \* Coordinate with internal departments regarding meeting deliverables
- \* Provide onsite support in all areas as directed
- \* Other duties as assigned

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all duties and responsibilities.

### Desired Qualifications:

- \* Bachelor's degree
- \* Two years of related work or practical experience
- \* Excellent written and verbal communication skills with the ability to communicate professionally across various audiences
- \* Advanced computer skills and proficiency with the Microsoft Office Suite
- \* Ability to manage competing priorities for multiple stakeholders
- \* Highly dependable and reliable with regard to work schedule and ability to meet project deadlines
- \* Highly motivated; able to work independently and in a team environment
- \* Ability to travel

The above qualifications are representative, but not all-inclusive, of the experience, knowledge, skills, and abilities required for the position.

### Location:

This position is located at NACDS headquarters in Arlington, Virginia. NACDS team members work onsite Tuesdays, Wednesdays, and Thursdays. Teleworking is allowed on Mondays and Fridays.

**Employment, Salary & Benefits:**

This is a full time, regular position; salary is dependent on background, training, and experience. NACDS offers a comprehensive health benefits plan, an amazing 401(k) program, generous paid time off, unparalleled access to professional development/training opportunities, and a high-energy culture of loyalty, flexibility, and fun.

**How to Apply:**

To apply for this position please submit your cover letter, resume, and salary requirements to [getajob@nacds.org](mailto:getajob@nacds.org).

**About NACDS:**

NACDS represents traditional drug stores, supermarkets, and mass merchants with pharmacies. NACDS' member companies include regional chains, with a minimum of four stores, and national companies. Chains fill over 3 billion prescriptions yearly, and help patients use medicines correctly and safely, while offering innovative services that improve patient health and healthcare affordability. NACDS is an Equal Employment Opportunity employer.