

Coordinator, Conference Development

ACLI, a national trade association for the life insurance industry, is seeking a Coordinator to join the Conference Development department. This individual will provide administrative support to the Vice President, Conference Development & Marketing and coordinate the overall administrative support of ACLI in-person conferences and virtual events, webinars, and other association related/sponsored events.

The ideal candidate will have a college degree or relevant certification in meetings or hospitality industry with one to three years of relevant work experience. Must have a high level of attention to detail and excellent organization and communication skills as well as highly proficient in Microsoft Office. Strong digital literacy with experience or a demonstrated ability to learn, adapt and implement new technology. Experience with software, programs and platforms such as Adobe, MailChimp, SurveyMonkey, Canva, Vimeo, EventMobi and Zoom/RingCentral preferred. Strong time and project planning skills and able to prioritize and accomplish tasks quickly and efficiently in a fast-paced and stressful environment. Ability to travel to select meetings and conferences as needed.

E-mail your resume and salary requirements to:

American Council of Life Insurers
Attn: Human Resources – Coordinator, Conference Development
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Washington, DC 20001-2133
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