

Assistant, Conference Development

The ACLI is seeking an energetic self-starter to provide administrative support to our Conference Development team and provide the administrative support for 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. One to two years of relevant work experience. Meetings, project-based work and/or hospitality experience preferred. High level of attention to detail and excellent communication skills. Must be highly proficient in Microsoft Office (Word, Excel, PowerPoint); and have 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 preferred. Strong time and project planning skills, with ability to manage projects via association's project management software Asana. Prioritize and accomplish tasks quickly and efficiently in a fast-paced and stressful environment. Strong organizational skills with an aptitude for accuracy. Ability to travel to select meetings and conferences as needed.

To apply, please email your resume and salary requirement information to:

American Council of Life Insurers
Attn: HR Department –Conference Development Assistant search
101 Constitution Avenue, NW, Suite 700
Washington, DC 20001
hr@accli.com

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