

The energy industry is at the heart of our economy and our way of life. Now is an exciting and transformative time for the industry and there is significant opportunity. The Northeast Gas Association (NGA) is seeking a motivated professional, with a record of developing, planning, and executing highly successful meetings and conferences.

At NGA, we are committed to fostering an inclusive environment, where all employees and customers feel valued, respected, and supported. We are dedicated to building a team that reflects the diversity of our customers and communities in which we live in and serve.

The Company

The **Northeast Gas Association** was formed in 2003 from a merger of two predecessor organizations, one founded in 1926. NGA supports 38 local distribution companies (LDCs), which collectively serve 14 million customers across the 9 northeast states of Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont. NGA's membership includes interstate and intrastate transmission companies, liquefied natural gas companies, and more than 400 associate member companies.

Also under the NGA responsibility is **NYSEARCH**, which has served a consortium of natural gas LDCs for over 30 years. With more than twenty active member companies, NYSEARCH manages a range of product developments and research projects that involve universities, energy companies, federal agencies, and commercial products and service providers. The organization's efforts span North America and are recognized both nationally and internationally as innovative and technologically advanced.

The Position

The **Conference and Meeting Planner** will report directly to the Vice President, Communication and Public Policy and will support the association's efforts to train and educate the industry through various events and meetings. The Conference and Meeting Planner will be responsible for planning and executing all NGA conferences and events, both in-person and virtually working with other NGA employees, members, conference venue and hotel partners.

Key Responsibilities

- Planning and coordinating conferences, workshops, and other association meetings. Including meeting space and logistics, program and marketing materials development, and more. Travel to several regional conferences throughout the calendar year is required.
- Planning and coordinating committee meetings. Including meeting space and logistics, communication of meeting details, materials, attendance tracking and more. Travel to some committee meetings may be required.
- Assisting in maintaining the association's management software, Fonteva.
- Assisting executive staff with committee projects.
- Performing other related duties as needed.

Qualifications

- Bachelor's Degree or equivalent experience required.
- Background in meeting planning, working with hotels, BEOs and various vendors.
- Minimum of 2 years of experience working as a meeting planner.
- Excellent written and verbal communication skills and interpersonal relations.
- Ability to multi-task and meet tight deadlines.
- Highly computer literate with capability in MS Office, including Publisher, and related business communication tools.
- Strategic and creative mindset.
- Attention to detail and high level of accuracy.
- Effective organizational skills.
- Ability to learn new software and applications quickly.
- Ability to travel and possess a valid driver's license to drive within member territory.

Please have all resumes sent to HR@northeastgas.org