



Events and Committees Coordinator

The Northeast Gas Association (NGA) is hiring an Events and Committees Coordinator – someone who is excited about joining a team that comes to work every day embracing innovation and growth. We are a 90-year-old organization that continues to thrive and focused on new products and services to meet the needs of our members

Are you looking for a fulfilling work environment that has a purpose and mission? A workplace that values your ideas and hard work? If you have a passion for customer service and events coordination, NGA would love to hear from you!

NGA offers: a generous compensation package, work-life balance opportunities, excellent medical and dental benefits, enhanced 401K, a work environment that allows individuals to grow.

This full time Events and Committee Coordinator position is located in Needham, Massachusetts.

Primary responsibilities:

This position is responsible for direct engagement with NGA's members by:

1. Assisting Manager of Events and Member Services with administrative tasks for conferences, workshops and other association events. Travel to several major events is required.
2. Coordinating committee meeting administrative activities (meeting space and logistics, meeting notices, minutes, agendas, and more). Travel to some committee meetings is required.
3. Assisting Manager of Events and Member Services in maintaining the association's management software.
4. Assisting executive staff with administrative tasks.
5. Performing other related duties.

Required skills:

- Bachelor's Degree or equivalent experience required.
- Excellent interpersonal skills
- Effective verbal, written and listening communication skills
- Attention to detail and high level of accuracy
- Effective organizational skills
- Ability to multi-task
- Demonstrated proficiency in the use of Microsoft Office products: especially Word, Excel and PowerPoint
- Ability to learn new programs and applications quickly
- Ability to travel and possess a valid driver's license to drive within member territory.

Email your resume to: HR@northeastgas.org

EOE
NO RELOCATION OFFERED
NO PHONE CALLS OR AGENCIES PLEASE