



## Job Description – Events, HR and Office Manager

<b>Job Title:</b>	Events, HR and Office Manager
<b>Department:</b>	Governance
<b>FLSA Status:</b>	Exempt
<b>Reports To:</b>	Director of Governance
<b>Date:</b>	June 2025

### **Position Purpose**

The International Association of Antarctica Tour Operators (IAATO) is seeking an Events, HR and Office Manager. This position will support IAATO's Director of Governance in planning and developing domestic and international events, both in-person and virtual which are aligned with IAATO's mission.

This position will support daily operations of the association's Human Resources (HR) services and obligations and requires a broad knowledge of HR, from hiring and onboarding to employee benefits and performance evaluations. Duties include comparing HR laws to current association policies and procedures and ensuring the association is compliant therewith.

This position is also responsible for overseeing daily office operations, ensuring efficiency, and providing administrative support to employees and members as needed.

This is a hybrid position (at least 2 days per week in the office) to be based in New England within commuting distance to the Providence, Rhode Island office. This position requires both domestic and international travel to meetings as required (approximately 10-15% annually).

### **Essential Duties and Responsibilities**

#### **Event Planning**

- Development and dissemination of event Requests for Proposal (RFPs)
- Plan event details, including identifying appropriate venue, registration, menus, vendors, travel, logistics and addressing/troubleshooting potential problems that may arise
- Deliver meetings to an exceptional standard while working with conferencing staff and audio-visual providers, including plenary sessions, off-plenary meetings and social events.
- Conduct site inspections.
- In cooperation with the Director of Governance, negotiate contracts, develop and managing event budgets while keeping within budget parameters
- In cooperation with the Communications Department, develop and update digital events calendars, create and maintain the Annual General Meeting page on the association's website to ensure maximum engagement from target audience.
- Under the guidance of the Communications Department, develop event branding assets and PR materials
- Developing virtual event joining instructions and other SOPs pertaining to event planning
- Run planning Zoom (or similar) meetings and webinars, etc.

#### **Human Resources**

- Understanding of the benefits the association provides while keeping abreast of industry trends and practices to ensure the association remains competitive with its benefits package
- Implement and administer employee policies and promote positive employee relations



## **Job Description – Events, HR and Office Manager**

- Manage and monitor performance review process and implement changes that could increase value of the program for employees and the association
- Provide recruiting assistance and candidate screening and assessment

### **Other Duties**

- Establish and maintain relationships with vendors and venues of importance to the organization
- Attend and monitor meetings to ensure smooth running of the event, as appropriate
- Assist the Senior Leadership Team with organizing meeting content, i.e., agenda, meeting papers, meeting minutes
- Coordinate presenters/speakers to ensure events keep to established time parameters
- Ensure association's compliance with annual human resources law notification requirements
- Work towards improving company policies and procedures
- Maintain employees HR files ensuring they are confidential, complete and comply with HR and employment laws
- Assist with onboarding setup of new employees' benefits, payroll, employment insurance, etc.
- Research and manage training and professional development initiatives and opportunities
- Manage office supplies and ordering, maintain mailing lists and other duties to ensure a well-functioning office environment.
- Performs other related duties as required and assigned

### **Skills and Experience**

- Proficient with MS Office, Survey Monkey, Adobe Acrobat, Meeting technologies
- Outstanding written and verbal communication skills
- Highly organized and strong attention to detail
- Excellent judgment and problem-solving skills
- Demonstrated experience developing and managing successful international meetings as virtual and hybrid events
- Ability to manage live events up to 200+ people
- Minimum 5 years' experience in Human Resources or a related role

### **Education/Certifications/Licensure**

- Minimum 5 years' experience
- Associate's or Bachelor's degree preferred, but not essential

### **Language Skills**

- Languages other than English are a benefit but not necessary.
- Fluent in written and spoken English

### **Physical Demands**

The physical demands and environmental factors described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee will sit for long periods of time, and may use repetitive wrist and hand motions involved in sorting and handling documents. The employee is regularly required to reach, with hands and arms. Specific vision abilities required by this job include close vision and color vision. Employee will have close visual contact with a computer monitor constantly.



## **Job Description – Events, HR and Office Manager**

### **Acknowledgment**

*I have reviewed the Job Description for the position of Events, HR and Office Manager. I have read and understand the duties and responsibilities and other aspects of the Job Description. I further understand that this Job Description will form the basis for the periodic evaluation of my performance. I acknowledge that my employment with the Company is on an “at will” basis which means that either I or the Company can end the employment relationship at any time, for any reason, with or without prior notice. It is understood that this Job Description is a summary of the primary responsibilities of my position. It is not intended to be a complete and total description of each duty and responsibility of the position as may be necessary. It is understood that the Company retains the right to change this Job Description at any time, for any reason, at its sole discretion.*

### **Signature:**

**EMPLOYEE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_