

Casual, innovative, small B2B media company in Rockville seeks a sharp, detail-oriented Event Coordinator to manage registrations, collateral, menus, venue logistics, badges, event websites and more. Our culture is not especially corporate. We are casual and flexible, yet diligent, accountable, and well-organized. Our everyday dress code is casual.

About us

Our company covers topics in the financial services industry relating to debt, including the payment of healthcare, automobile, credit cards, student loans, and other bills. Our website ([insideARM](http://insideARM.com)) and daily e-newsletter is *the* go-to information source for the industry. Our content reaches tens of thousands of collection agencies and law firms, debt buyers, creditors, suppliers of technology, servicers to these groups, regulators, industry investors, and many other interested parties.

We also produce several industry-leading conferences known for their rich content and intimate/collaborative environment; we host a membership group called the [Compliance Professionals Forum](#); and we manage the [Consumer Relations Consortium](#), a well-respected advocacy group for the larger firms in the industry. Visit theiAinstitute.com to read more.

About the job

We are seeking a part time (approx. 20 hours/week) event coordinator who can work both independently and in a small team environment. The schedule for this position is somewhat flexible (i.e. perfect for a parent who needs to be available before/after school). Responsibilities include (for instance): maintain registration lists, order custom printed giveaways/items for sponsors, print agendas, plan menus, identify appropriate group dinner venues, create/update event websites... details, details, details.

About you

More than anything else, this job requires someone who is maniacally attentive to detail and easy to work with. Event experience is not essential but would be a plus. We need someone who can think ahead, anticipate problems, and handle whatever needs dealing with. And, low drama. We work best with folks who have an even keel, and strong work ethic.

We also need to see good writing skills. This is not a writing job, but we are a media company – it's important that all of our communications are professional and well-written.

Interested?

If what you read piqued your interest, please send a resume and cover letter explaining your interest to stephanie@insidearm.com. Please note: resumes without cover letters will not be reviewed.