



WTSI Job Description

Job Title:	Senior Engagement Coordinator, Meetings & Events
Reports to:	Sr. Director of Operations; Limited reporting to the CEO
Work Arrangement:	In-Office and Hybrid (Exact schedule to be approved by supervisor and in accordance with Employee Handbook)
FLSA Status:	Exempt

Company Summary:

Women's Transportation Seminar International's (WTSI) mission is to attract, sustain, connect, and advance women's careers to strengthen the transportation industry. The association has more than 10,000 members, including women and men, providing access to professional development, networking opportunities, mentoring programs, and unparalleled access to industry and government leaders in the transportation sector.

Position Summary:

The Senior Engagement Coordinator, Meetings & Events is responsible for coordinating and executing virtual meetings and events across WTS International and the WTS Foundation, while supporting the planning and delivery of Association- and Foundation-wide meetings, programs, and engagement initiatives.

This position plays a key operational role in ensuring high-quality, mission-driven member experiences through effective meeting planning, technology management, and cross-departmental collaboration. The Senior Engagement Coordinator works closely with staff, volunteer leaders, partners, and vendors to support consistent and engaging programming aligned with WTSI strategic priorities.

Supervisory Responsibilities: None

ESSENTIAL DUTIES

Virtual Meetings & Events Management

- Serve as the organizational lead for planning and execution of all virtual meetings, webinars, and online engagement programs for WTS International and the WTS Foundation.
- Manage event timelines, registration workflows, speaker coordination, rehearsals, and live event execution.
- Provide technical oversight and moderation of virtual meeting platforms, including webinars and livestream events.
- Develop and maintain organizational standards, templates, and best practices for virtual meetings and events.
- Coordinate speaker communications, presentation materials, and event logistics.
- Track attendance, engagement metrics, and post-event analytics to inform future programming improvements.

- Provide real-time troubleshooting and technical support during virtual events.

Association & Foundation Meetings and Events

- Support planning and execution of association and foundation meetings and events, including but not limited to:
 - Annual Conference
 - Leadership Training
 - Board and Committee Meetings
 - Foundation programs and initiatives
- Develop run-of-show documents, timelines, and operational plans.
- Manage registration processes and attendee communications.
- Coordinate vendors, travel logistics, and event materials as assigned.
- Maintain the organizational master events calendar.
- Provide onsite meetings and event support as requested.
- Support hybrid event planning and engagement strategies.

Engagement & Program Support

- Collaborate with WTS staff teams to maximize participation and engagement across meetings and events.
- Provide logistical support to staff liaisons, committees, and volunteer leaders.
- Ensure meetings and events reflect WTSI standards for professionalism, accessibility, and member value.
- Recommend innovative engagement approaches for virtual and hybrid audiences.
- Support engagement initiatives that advance WTSI strategic priorities.

Operations & Administrative Responsibilities

- Manage and respond to Zendesk request and inquiries.
- Manage event registration and maintain accurate event data within organizational systems.
- Track event-related budgets, invoices, and vendor payments as assigned.
- Maintain event documentation, templates, and operational procedures.
- Support sponsorship fulfillment and partner engagement related to meetings and events.
- Assist with post-event evaluations, surveys, and reporting.
- Support cross-departmental projects and engagement initiatives as assigned.

Leadership

- Serve as staff liaison to committees, task forces, or working groups as assigned.
- Represent WTSI and/or WTSF at meetings, programs, and industry events as requested.
- Contribute to organizational initiatives that enhance member engagement and program delivery.
- Other projects or duties as assigned.

Qualifications

The ideal candidate will possess a bachelor's degree and a minimum of 3-5 years of experience in meetings, events, or association program management. Experience managing virtual meetings and webinars is required. Experience working within nonprofit or association environments and supporting volunteer leadership is strongly preferred.

The candidate must demonstrate strong organizational, project management, and communication skills, with the ability to manage multiple priorities simultaneously. The candidate must be able to work in a team environment and individually. Proficiency with virtual meeting platforms, Microsoft Office programs, and event registration or association management systems is preferred.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The above requirements represent the required knowledge, skill, and/or ability. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. The candidate will be required to travel based on specific event locations.

Compensation and Benefits

- **Compensation:** The salary range for this position is \$55,000-\$65,000 annually.
Note: This range represents the District of Columbia's "good faith" estimate of the base compensation for this role at the time of posting. Final pay is determined by factors including experience, skills, and internal equity.
- **Healthcare:** This position is eligible for full healthcare (medical, dental, and vision insurance). WTS International covers 100% of the employees' and children's premium for medical, dental, and vision benefits.
- **Retirement:** Eligible for 401(k) enrollment after 6 months of employment.
- **Paid Time Off:** 12 days PTO years 1 and 2, plus 12 holidays, 10 days annual sick leave.

Work Environment and Physical Demands

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is frequently required to talk or hear. The employee is occasionally required to stand, walk, reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. The noise level in the work environment is usually moderate.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. This position does require travel.

WTS International is an equal opportunity employer. In accordance with the DC Human Rights Act, we do not discriminate based on race, color, religion, sex, age, or any other protected characteristic.