



ADVANCING THE TECHNICAL DEVELOPMENT, PRODUCTION, PROCESSING AND APPLICATION OF IRON AND STEEL

JOB POSTING

21 April 2026

Meeting Planner – Technology Department

Position Summary

The Association for Iron & Steel Technology (AIST), headquartered near Pittsburgh, PA, is a growing global 501(c)(3) nonprofit organization with roots dating back to 1871. We are seeking a highly organized and detail-oriented Meeting Planner to support the planning and execution of AIST's technical conferences and programs. This position plays a key role in supporting AIST's conference portfolio, contributing to event performance, attendee experience and data-driven improvements that enhance program quality and long-term growth.

AIST is a leading nonprofit representing more than 18,000 members across 70+ countries and is dedicated to advancing the technical development, production and application of iron and steel. Through global conferences, training programs and technical publications, AIST serves as a key platform for knowledge-sharing, innovation and workforce development.

Working within the Technology Department, the Meeting Planner partners closely with staff engineers, Technology Committees and internal teams to deliver high-quality, well-executed conferences and events that support AIST's mission and member value.

Responsibilities:

Conference & Program Planning

- Collaborate with staff engineers and Technology Committees to plan and develop conference programs
- Organize presentation materials and coordinate program publications

Event Logistics, Site Selection & Vendor Management

- Lead site selection process, including RFP development, site inspections and contract negotiation
- Manage hotel contracts, room blocks, catering, meeting space logistics and plant tour coordination
- Oversee all on-site event operations to ensure seamless execution
- Coordinate conference registration, including major events such as AISTech
- Plan and manage logistics for committee meetings, including food and beverage arrangements

Marketing & Communications

- Serve as primary point of contact for participant communications, including invitations, confirmations and inquiries
- Collaborate with the AIST Sales Team to promote training conference sponsorship opportunities and manage the execution of sponsor deliverables
- Coordinate development and production of promotional materials and maintain accurate participant and event data within the association database (iMIS)

Budgeting & Reporting

- Assist in developing and managing conference budgets and maintain historical data, including spending trends, room nights and event performance metrics

Post-Event Analysis

- Administer post-event surveys, compile feedback and analyze results to support continuous program improvement

Required Qualifications

- Bachelor's degree in hospitality management, business, communications or related field
- 2–5 years of experience in meeting or event planning
- Strong organizational skills with the ability to manage multiple projects simultaneously
- Proficiency in Microsoft Office Suite and database systems (iMIS preferred)
- Excellent communication, negotiation and relationship-building skills.

Preferred Qualifications

- Experience working with volunteer committees or technical program planning
- Familiarity with conference management, registration platforms and event logistics
- Experience in a nonprofit or association environment

Work Environment

This is an on-site position in Warrendale, PA.

Travel

Travel is required (approximately 30-40%).

Why Join AIST?

AIST proudly serves an industry that remains the backbone of our nation and the essential material for green energy production and manufacturing. Our collective success is built on the efforts of every team member—and we want you to be part of it.

Located on a five-acre campus with private parking in Cranberry Township, AIST offers a family-friendly, productive work environment built on trust and mutual respect.

We provide a competitive salary, performance-based incentive opportunities, and a comprehensive benefits package, including:

- Health, dental, and vision insurance
- Retirement savings with employer match
- Remote flexibility, paid time off, and holidays
- Professional development opportunities

AIST is an Equal Opportunity employer, and all qualified applicants will receive consideration for employment without regard to their age, race, color, religion, sex, gender identity, national origin, sexual orientation, protected veteran status, disability, or any other legally protected class.

To Apply:

Send a cover letter and resume (including salary requirements) to hr@aist.org or mail to AIST Human Resources, 186 Thorn Hill Road, Warrendale, PA 15086.