



Family, Career and Community Leaders of America

POSITION DESCRIPTION

Date Written or Revised: August 2021

Title: Conference Coordinator

Supervisor: Senior Conference Manager

Supervises: N/A

Job Status: Full-time Part-time
 Exempt Non-Exempt

PRIMARY PURPOSE

The Conference Coordinator provides technical and administrative support for the Senior Conference Manager and performs other tasks as requested. Must be capable of both in person and remote work. Some travel may be required.

Provide administrative support to the Senior Conference Manager

Percent of time spent: 100%

Key Responsibilities

- Provide support to Senior Conference Manager including, but not limited to: calendar maintenance, fielding meeting requests from staff and partners, expense reimbursements and other tasks as requested.
- Answer general calls for national conferences and monitor conference email account. In rotation with other staff, provide phone coverage.
- Maintain up-to-date files and inventory for national conferences: conference history, vendors, speakers, future site information, conference registration supplies, and signage.
- Review and update: planning documents and correspondence related to national conference logistics.
- Compose and disseminate conference planning meeting agendas and reports as requested.
- Maintain calendar of national conference vendor deposit deadlines and submit for payment in Bill.com.
- Plan the social media messages promoting national conferences.
- Monitor the national conference website content and provide updates to communications team as needed.
- Assist with preparation of materials and arrangements such as name badges, registration materials, conference signage, speaker correspondence, rooming lists, and travel confirmation letters.
- Create room diagrams for breakouts taking place at national conferences as assigned.
- Manage general conference volunteers pre-conference and on-site
- Assist with getting bids from suppliers and vendors
- Assist with managing and updating online registration portals for each conference.
- Oversee arrangements for conference shipments and other related vendors (i.e., security and EMTT)
- Assist with onsite management of registration desk and general support at national conferences as assigned.

- Assist with preparation of comprehensive post-meeting reports including, but not limited to, hotel data, income, and expenses.
 - Manage logistics for Capitol Leadership, National Executive Council, Board of Directors, and other small in-house meetings as directed including hotel, food and beverage, and meeting setup.
 - Other duties as assigned.
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EDUCATION AND EXPERIENCE

Education: Bachelor's degree in hospitality management or related field, or an equivalent combination of relevant education and work experience required.

Experience: 2-4 years' related experience to include administrative support, event/conference management, or equivalent combination of education and/or work experience.

SKILLS REQUIRED

- Superior customer service skills.
- Dedicated to providing the highest quality products and services possible.
- Attention to detail and a commitment to accuracy are essential.
- Highly organized and uses time efficiently.
- Flexibility and sound judgment.
- Can work collaboratively with other staff and departments.
- Advanced skills in Microsoft Office applications (Word, Excel, Access, and PowerPoint), database and presentation software; demonstrated ability to master new applications quickly.

TRAVEL REQUIREMENTS

Less than 10%

EMPLOYER'S RIGHTS

The Family, Career and Community Leaders of America's management reserves the right to review and revise this document at any time. Employees are expected to perform any other duties or tasks which are assigned. This document represents a description of intended job content and performance requirements, and is expected to be revised annually or when a major change in responsibility occurs. The existence of this document should not be construed in any way to represent an actual or implied contract of employment.

This organization grants equal employment opportunities to all qualified persons regardless of race, creed, color, sex, age, national origin, marital status, or physical/mental handicap. It is the intent and desire of the national Board of Directors that equal opportunities be provided in recruitment, selection, salary, promotion, benefits, privileges, and all other terms and conditions of employment.
