



Family, Career and Community Leaders of America®

POSITION DESCRIPTION

Date Written or Revised: December 2024

Title: Conference Coordinator

Supervisor: Conference Director

Supervises: N/A

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

PRIMARY PURPOSE

The Conference Coordinator provides technical and administrative support for the Conference Director and performs other tasks as requested. The coordinator must be capable of both in-person and remote work, and some travel is required.

Provide support to the Conference Director

Percent of time spent: 100%

Key Responsibilities

- Answer general calls for national conferences and monitor the conference email account
- Maintain up-to-date files and inventory for national conferences: conference history, vendors, 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
- Create and monitor the national conference website content and conference newsletter content and provide updates to the communications team as needed
- Assist with the preparation of all registration materials such as name badges, registration reports, registration summaries, special event flyers/tickets, conference signage, rooming lists, and travel confirmation letters
- Create room diagrams for breakouts and competition rooms taking place at national conferences as assigned
- Assist with preparing the conference app by loading attendee data, schedule data, speaker/presenter data, and scheduling notifications
- 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
- Assist with managing housing questions and working with third-party housing vendor
- Oversee arrangements for conference shipments and other related vendors (i.e., security and EMT)
- Assist with onsite management of the registration desk and general support at national conferences as assigned

- Assist with the preparation of comprehensive post-meeting reports including, but not limited to, hotel data, income, and expenses
 - Assist with logistics for Capitol Leadership, Fall Leadership Institute, 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: A bachelor's degree in hospitality management, a related field, or an equivalent combination of relevant education and work experience is required.

Experience: 2-4 years related experience, including 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

Approximately 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.
