



Position Title:
Exempt/Non-Exempt:
Title this Position Reports to:

Conference Coordinator
PT Non-Exempt
Director of Operations

Job Summary:

The Conference Coordinator is responsible for the planning, organization and execution of the annual Charleston Child Trauma Conference (CCTC). Designed to bridge science and practice to elevate the child maltreatment field, the CCTC draws a multidisciplinary audience of more than 300 professionals from 32 states. This individual, in direct collaboration with the CCTC Steering Committee, plans all aspects of the conference and maintains an internal process flow that allows for the successful execution of the CCTC. Planning activities include overall conference timeline management, organization of programmatic agenda development, budget tracking, vendor procurement, and creation and management of the abstract submission and registration processes. This individual serves as the primary contact for all vendors, speakers, and registrants.

Job Details:

Conference Coordinator Duties:

- Actively engage as a member of the CCTC Steering Committee to create, plan, and execute annual national multidisciplinary child trauma conference that maximizes revenue and minimizes expenses.
- Create and monitor conference budget in collaboration with the CCTC Steering Committee.
- Create and monitor annual conference timeline to track action items and ensure all deadlines are met.
- Update and manage abstract submission process including advertisement, content organization, coordination with CCTC Program Committee, and blind peer review process.
- Communicate with 80+ speakers regarding necessary information and documents, registration, and logistics, including contracts and expenses for invited speakers.
- Create conference schedule, assigning sessions to time slots and rooms, while obtaining a balance of topics.
- Research vendors, obtain quotes, place orders, and serve as point person for all needed technology, materials and services.
- Create and manage registration process, including website design and population and the creation and distribution of promotional materials and emails.
- Manage all conference correspondence, including communication and coordination with individual and group registrants.
- Coordinate hotel RFP process, in collaboration with meeting procurement consultant, to obtain hotel contracts for future years.
- Liaise with and coordinate all hotel activities, including BEO management, room reservation tracking, and food and beverage orders.
- Manage conference volunteers leading up to and during the event to successfully execute four day conference.
- Collaborate with Dee Norton Education Coordinator to ensure all necessary information is obtained to provide continuing education credits.

Administrative Duties:

- Facilitate processes for data collection in coordination with the Dee Norton Program Evaluator to support grantor reporting requirements as necessary.
- Coordinate with Finance Manager to account for all revenue received and to process conference invoicing, check requests, and W9s.

Other Responsibilities:

- Adhere to Dee Norton's Vision, Mission and Core Values.
- Attend appropriate training workshops and conferences.
- Ensure direct supervisor and/or the Executive Director is knowledgeable about any issues that impact the safety, functioning and management of Dee Norton.
- Attend departmental and organizational meetings.
- Abide by federal and state confidentiality and privacy requirements, as well as all Dee Norton Policies and Procedures.
- Abide by and meet all grant requirements and objectives.
- Participate in a minimum of four public awareness programs and/or fundraising events annually on behalf of Dee Norton.
- Meet any other needs as identified by the ED and/or Leadership Team.

Requirements:

- Bachelor's Degree
- Previous experience in event planning and/or conference coordination
- Experience with web-based event management registration systems
- Other combinations of experience and education that meet the minimum requirements may be substituted.

Knowledge, Skills and Abilities (KSAs)

- Understanding of child abuse and child trauma preferred, along with knowledge of current trends in the child maltreatment field related to professional development.
- Demonstrated high quality written and verbal communication skills.
- Exceptional attention to detail, organizational skills and commitment to accuracy.
- Computer literacy and proficiency in Word, Excel, Publisher, and Outlook
- Proficiency with HTML and/or experience with other website design platforms preferred.
- Ability to manage long- and short-term projects simultaneously.
- Ability to work well in multicultural teams and with diverse constituencies.

Competency Profile/Core Values Alignment

- Ability to take initiative and manage multiple responsibilities with changing priorities and meet deadlines.
- Ability to work as a team member with a strong commitment to collaborative work with both internal and external partners.
- Demonstrated ability to establish and promote positive professional relationships, and actively contribute to creating a highly cooperative work environment.
- Desire to continually improve, seek learning opportunities and increase individual and organizational capacity.

Physical Requirements:

In this position an employee is frequently required to stand, walk, sit and reach with hands and arms. The employee must occasionally lift and/or move up to 15 lbs. Must be able to work on a computer and/or telephone for extended periods of time.

Employee Conduct:

It is the responsibility of every employee at Dee Norton to contribute to a positive work environment through: teamwork, positive, honest and effective communication, and professional interactions with co-workers, volunteers, clients and community partners.