



"And such were some of you..."

Conference Coordinator

Overview

The Conference Coordinator is involved in almost every aspect of the conference, from getting the initial contracts, managing the event, and feedback post event. This role reports to the Exec Director and is assisted by admin staff, church coordinator, and volunteer team leaders.

Faith

- Mature and growing follower of Jesus, committed to the Lordship of Christ, who has a passion for helping those who seek to surrender their lives to Jesus
- Maintains a courteous, Christ-like attitude in dealing with people within and outside of Restored Hope Network and upholds Restored Hope in prayer

Culture

- Working in this field requires a courageous person to uphold truth with kindness and civility as it pertains to Biblical sexuality and gender expression
- Prayer is integral as the spiritual battle for hearts and lives of individuals and families is central to Restored Hope's mission. As such, having a 'pastoral' heart for individuals who are hurting is vital, an attitude of prayer, and good self-care

Pre-Planning

- Interview RHN Executive Director to identify specific conference details, volunteer team leaders, and speakers, schedule, budget, venue, emcee, speakers, teachers, size
- Secure hotel contracts and identify key liaisons for hotel and church.
- Assist in negotiating with facilities, vendors, service providers, (video, worship, security, rentals of headsets, projectors, lunches, sound systems, etc.)
- Learn venue details: room capacity, technical capabilities, facilities info such as tables, chairs, podiums, microphones. Assess lobby, map locations to be used for workshop rooms, etc.
- Create/coordinate printed materials: content, design, printing, shipping, and distributing/installing at conference facility: including conference brochure, booth, directional and room signage.
- Speaker/Volunteer Hospitality. Refreshments for volunteers/speakers—green room
- Attendee hospitality. Lunches for purchase, complimentary midmorning/afternoon snacks & beverages
- Accounting. Create a detailed contact list of all vendors/service providers; obtain correct billing information and define billing arrangements for all expense related activities (food/beverage, equipment rental, etc.). Monitor accuracy of all charges. Record event costs.
- Lead regular planning sessions with volunteer leadership team to review event details, answer questions, and discuss logistical matters.
- Online Registration: sets up online registration, forward cancellation information or requests for reimbursements to Executive Director, Give periodic reports on reg numbers.
- Strategize with Exec Director regarding advertising campaign.
- Format/create general session slide group for both public days including break announcements with Exec Director.

Organize the Event

- Define audio/visual capabilities in each room and the room arrangements (location of podium, microphone, tables, and chairs).
- Communicate with workshop leaders to find out their technological needs.
- Communicate workshop changes or cancellations to Executive Director.
- Coordinate the display of member materials with RHN members.
- Coordinate transportation and hotel needs for Keynote speakers, if needed.
- Assess impact of event changes and make logistical adjustments, such as adjusting the number of resource tables, communicating a revised security code to relevant parties, change in the quantity of ministry books, etc.
- Ensure volunteer team leaders communicate with their volunteers prior to event.

Set up Event

- Oversee physical set up of venue to ensure proper set up of all signage, conference stations (bookstore, registration, resource tables), and RHN booth.

Work the Event

- Tour facility early on event day to ensure everything is in its proper place with required equipment and resources (room signs, countdown signs, etc.).
- Facilitate volunteer training meeting the morning of the event.
- Be on site (with cell phone in hand) to troubleshoot and resolve issues and requests.

Follow Up

- Lead post-conference/debrief session with RHN Board and conference leadership team to discuss strengths and weaknesses and review suggestions for improvement
- Communicate suggestions for improvement to RHN to update the conference manual
- Make sure vendors are paid
- Create & implement a post-conference email survey of participants (Survey Monkey, Event Brite).
- Provide survey report to Exec Director
- Post event email from Exec director to all attendees about local ministry follow up opportunities

Qualifications

- Conference planning experience required
- Maintaining a consistently professional approach, with a willingness to take ownership and responsibility
- Excellent organizational skills, with the ability to prioritize tasks and juggle many tasks simultaneously
- Excellent oral and written communication skills
- Strong computer skills
- Ability to work calmly and effectively in stressful situations
- Exceptional customer service skills
- Punctual, dependable and dedicated to achieving operational excellence
- Discreet, ethical and committed to maintaining a high degree of confidentiality
- Excels as a team leader with a passion for delivering high quality

Salary

- Competitive Salary
- Travel expenses covered—flight, meals, hotel for the week of the conference