



Conference Planner Description

CONTACT: REV. NIKI BROWN:
EMAIL: OR REVNBROWN@VERIZON.NET
DEADLINE TO APPLY: 9/1/21

DESCRIPTION:

The IGNITE Women's Empowerment Summit Conference planner will work with the Host of IGNITE as well as additional key team members to plan, organize and manage the 2021 IGNITE Women's Empowerment Summit. Will include pre-conference and onsite management.

QUALIFICATIONS:

Strong leadership skills.

Strong written and verbal communication skills.

Self-starter that can take initiative and work independently to meet specific IGNITE deadlines and benchmarks.

Proficiency with Microsoft Office Suite.

Ability to multi-task.

Comfortable communicating on the phone, instant messenger, email and google hangouts.

Flexibility in working or learning on all Social Media channels.

EXPERIENCE NEEDED:

- Minimum of 3 years experience in conference planning and management with groups of 300+.
- Experience in managing venue contracts.
- Good organizational and time management skills.
- Experience using online management/registration event tools (ex. Eventbrite etc)

STATUS:

Independent Contractor

RESPONSIBILITIES:

REGISTRATION MANAGEMENT

- Manage and create all online event registration.
- Manage all event registration materials and printing.
- Manage all online attendees: general, vendor, VIP, and any other related IGNITE registrants.
- Manage and develop 2021 conference schedule.
- Work with host on managing venue contract and overall conference budget.
- Works with host to ensure venue contractual obligations are met.
- Manage all outside vendor contracts.

SPONSORS /PARTNERS

- Manage all partner/sponsor inquiries, concerns and requests in a timely manner.
- Manage all partner/sponsor payments.
- Manage partner /sponsor benefits package

DECOR and SET UP

- Work with the decor team to develop design ideas for IGNITE 2021 experience.

GUEST SPEAKER/ ARTIST MANAGEMENT

- Manage all guest artists, workshops and keynote speakers' invitation, benefits, arrival and departure.

VOLUNTEER COORDINATOR

- Work with the volunteer coordinator to manage volunteer recruitment and schedule.

OTHER DUTIES AS NEEDED**SEND RESUME/CV:****REV. NIKI BROWN:****EMAIL: OR REVBROWN@VERIZON.NET****DEADLINE TO APPLY: 9/1/21**