



**Department:** Events

**Start date:** August 2018 (or when filled)

**Job title:** Conference Manager

**Reports to:** Jayne Clark

**Hours:** Full-time

**Job Description:**

- Implementing, evaluating and improving conference planning strategies
- Brainstorming, proposing, and finalizing annual, regional and/or local conference dates, locations, and schedule in conjunction with faculty and executive team
- Leading content meetings to propose and discuss programming: theme, topics, plenary and breakout speakers
- Overseeing conference planning and preparation and providing on-site leadership
- Overseeing and maintaining conference budget
- Negotiating contracts with venue, local visitors bureau, hotels, transportation, food and beverage, and other contractors (bookstore, worship, CEUs, audio/visual), etc.
- Organizing and implementing conference marketing plan together with marketing department
- Serving as liaison to CCEF departments as they plan/coordinate auxiliary events
- Coordinating the ministry exhibitor / promotional opportunities process
- Collaborating with stage manager regarding on-stage conference presence
- Serving as the liaison to conference consultant, Dean Jones
- Overseeing staff travel, itineraries, work schedules, training, and on-site management
- Recruiting and managing on-site volunteers

**Requirements:**

- Travel-less than 20% includes site visits to potential and secured locations, coordinated pre-event trips to promote the conference, and participation in event-planning conferences/training

**Qualifications:**

- Bachelor's degree
- Knowledge of and agreement with CCEF's mission and ministry
- Strong communication, interpersonal and organizational skills
- Self-starter and team player
- Willingness to learn
- Proficient in Microsoft Word, Excel, Power Point and Google apps
- Experience with Eventbrite, Slack, and Asana is a plus

Resume and cover letter accepted through July 31, 2018. Please send them to Charlotte Eastlack, Director of Business & Finance, [ceastlack@ccef.org](mailto:ceastlack@ccef.org).

Candidates must possess an appreciation for and congruence with the stated Christian mission of CCEF to restore Christ to counseling and counseling to the church by thinking biblically about the issues of living in order to equip the church to meet counseling-related needs.