



Conference Planner Description

CONTACT: REV. NIKI BROWN:

EMAIL: ADMINISTRATION@IGNITESUMMIT.ORG OR REVNBROWN@VERIZON.NET

DEADLINE TO APPLY: 1/1/20

DESCRIPTION:

The IGNITE Conference planner will work with the Host of IGNITE as well as additional key team members to plan, organize and manage the 2020 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 all Social Media channels.

EXPERIENCE NEEDED:

- Minimum of 3 years experience in conference planning and management with groups of 200 or more.
- Experience in managing venue contracts.
- A good understanding and experience in hosting conference's in multiple venue's.
- Good organizational and time management skills.
- Experience using online management event tools (ie. Eventbrite, PayPal)
- Tech savvy or capacity to quickly learn.

STATUS:

Independent Contractor

RESPONSIBILITIES:

REGISTRATION MANAGEMENT

- Manage and create all online event registration using Eventbrite System.
- Manage all event registration materials including but not limited to:
 - Attendee bags, lanyards, badges, VIP/partner gifts
 - Event signs etc
- Managing all online attendees:, general, vendor, VIP, and any other related IGNITE registrants.
- Work with volunteers to manage onsite event and schedule.
- Work with host on managing venue contract/obligations.

- Works with host to ensure venue contractual obligations are met.

SPONSORS /PARTNERS

- Managing all partner/sponsor inquiries, concerns and requests in a timely manner
- Manage all partner/sponsor payments.
- Manage partner gifts
- Manage partner/sponsor VIP luncheon

DECOR and SET UP

- Work with decor team to develop design ideas for IGNITE experience
- Negotiate and manage outside and hotel vendors (sound, AV/media, photography, videography)

GUEST SPEAKER/ ARTIST MANAGEMENT

- Collaborate with IGNITE Guest Experience Manager to manage workshop and keynote speakers , artist invites' and confirmation
- Work with IGNITE volunteers to manage speaker/artist needs pre-IGNITE and during IGNITE.

VOLUNTEER COORDINATOR

- Work with the volunteer coordinator to manage volunteers pre-conference and during.

OTHER DUTIES AS NEEDED

- Help with social media marketing and posting.

SEND RESUME/CV:

CONTACT: REV. NIKI BROWN:

EMAIL: ADMINISTRATION@IGNITESUMMIT.ORG OR REVNBROWN@VERIZON.NET

DEADLINE TO APPLY: 1/1/20