

### **Conference Coordinator Job Description – application deadline April 18, 2018**

Independent contractor to serve as the Conference Coordinator for the 7th annual Western Colorado Food and Farm Forum and to help advance the conference aim of improving the sustainable production, consumption and marketing of local food. Must be able to anticipate project needs, discern work priorities, and meet deadlines with little supervision. Will work in collaboration with the WCFFF Steering Committee. The event coordinator should have a love for special event management, be an enthusiastic, creative professional able to build relationships with internal and external partners.

#### **Event Planning and Production**

- Work collaboratively with Steering Committee and involved host staff
- Propose new ideas to improve the event planning and implementation process
- Manage event website
- Create and manage e-vite
- Create and oversee online registration
- Create and distribute public relations pieces, press releases, community calendar posts, marketing and promotion of event to target audiences
- Assist with event space arrangements
- Assist with flyer, poster, and program creation
- Assist with managing on-site logistics, registrations, load in and load out
- Assist with name-tags, materials, folders, registration lists, breakout session signs
- Other duties as assigned related to hosting a successful event

#### **Event Administration:**

- Provide periodic progress reports to committee and meet monthly
- Assist with tracking event finances and budget updates as requested
- Track speaker information and follow-up as needed
- Track sponsors, assist with follow-up, and thank you
- Track vendors and serve as liaison on event-related matters
- Ensure appropriate acknowledgment of sponsors as per sponsor benefit package
- Create system for capturing attendee/presenter contact info and followup database for mail merge
- Assist with coordinating volunteers and scholarship recipients
- Prepare conference final report
- Other duties as needed

#### **Qualifications:**

- Ability to accomplish projects with little supervision
- Good communication skills, including writing and proof reading skills
- Good organizational skills with ability to manage multiple projects and work assignments
- Excellent interpersonal skills both in person and by phone with high professionalism
- Good customer service ethic and high expectations for quality.
- Bachelor's degree preferred; significant work experience can substitute for the degree
- Practical experience in organizing events and public relations
- Experience managing websites, registration and data tracking
- Proficient web, digital, social media and technical skills
- Provide proof of liability insurance
- Work independently using own workspace, computer and phone
- Registered Trade Name with state of Colorado
- Bi-lingual in Spanish a plus
- Start position mid-May 2018

#### **Compensation:**

Approximately 400 hours with intensity increase December/January

Commensurate with experience, not to exceed \$8500

Submit electronic monthly invoices to Valley Food Partnership

Provide minimum of 30 day notice to planning team

Application Details: Submit Resume and cover letter to Carol Parker, Conference Chair by **April 18, 2018**.

Email: [parkervfp@gmail.com](mailto:parkervfp@gmail.com)