

## Job Description

### Youth Cares Conference Planning Lead

Part-time

Volunteer Employee

#### Responsible to

Program Director

#### Summary of primary job functions

Just Ask has recruited a fantastic team of volunteers to support the planning and preparation of its annual Youth Cares Conference (YCC), but are in the need for a skilled and enthusiastic lead conference planner to oversee and direct all aspects of event execution. YCC is an annual opportunity for Just Ask to engage with youth and involve them in the fight against human trafficking.

## Duties and Responsibilities

- Oversee and facilitate all aspects of conference and other event planning from site selection, vendor negotiation, event registration, marketing, onsite staffing and post-event reporting
- Work with other Just Ask colleagues on all aspects of YCC
- Create and send event marketing communications via email, web, print
- Send and track correspondence with speakers and sponsors/exhibitors
- Coordinate creation of event publications and syllabus materials
- Coordinate travel, lodging and expenses for participants traveling to the conference
- Create and manage budgets and collection of registration, sponsorship income and exhibit fees
- Develop event topics and recommend featured speakers
- Work directly with registrants on problems and inquiries
- Develop and maintain solid relationships with exhibitors/sponsors
- Create/design event materials and signage
- Oversee conference preparation, supplies ordering and packing/shipping of event materials
- Staff the event and manage onsite event registration
- Work effectively with a primarily volunteer workforce
- Data entry and daily administrative functions
- Create invoices and receipts as requested; track expenses for event budget reconciliation
- Create and analyze online evaluations and prepare post-event reports

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- Other duties as assigned by the Just Ask Executive Director

### **Qualifications**

- Certified Conference Planner (CMP) or be someone who wants to learn the planning process on the job
- Professional meeting planning experience (nonprofit or association experience preferred)
- Innovative and resourceful; actively seeks opportunities to improve conferences and events
- Experienced at negotiating and building partnerships with vendors
- Exceptional client service skills and enjoys working with the public
- Strong time management skills and ability to manage concurrent tasks efficiently
- Superior attention to detail; first class organizational skills
- High energy, positive, professional attitude, pride in work product
- Strong computer skills to include: Microsoft Office
- Excellent written and verbal communication skills
- Great team member: willing to roll up your sleeves and pitch in to help your colleagues when needed