

Conference and Event Planning Coordinator

The Association of Technology Leaders in Independent School (ATLIS) seeks a detail-oriented leader to lead and implement the design, development and organization of ATLIS's annual conference, both prior to and during the conference. Serves as conference point person throughout the event, overseeing the work of volunteers and staff.

Responsibilities

- Manage proposal review and notification process, including registration of accepted speakers.
- Design conference program and digital app aligned with the strategic vision of the Association.
- Design delivery of the program to be innovative and mission-appropriate.
- Design, edit, and deliver print and online communications and marketing materials as well as post-conference surveys and identify and implement delivery strategies.
- Collaborate with the ATLIS Team to identify, solicit and contract with conference sponsors and vendors.
- Design the programming space specifications for the conference location. Update and maintain schedules of all space at conference center keeping in mind space and cost containment issues, audio-visual needs and make room assignments for all activities and programming at the annual conference.
- Oversee conference food and beverage menu selection, logistics, and sponsorships.
- Oversee all on-site staff and volunteers including local conference committee, serve as a primary point of contact for speakers and vendors, and as a liaison with site staff prior to and during the conference event.

Minimum qualifications: Relevant Bachelor's degree or related experience; five years experience with issues related to K-12 education and/or experience in adult learning events and designing and delivering program content; excellent oral and written communication skills are required. Ability to manage multiple priorities and a sharp eye for detail is a must. Travel required.