

Organicology Conference Coordinator Job Description

Purpose: The conference coordinator is in charge of managing the many details involved in the planning and implementation of the biennial Organicology conference. This person serves as the primary coordinator interacting with hotel staff on site, and partner organizations' staff who will carry out planning and implementation of various project areas.

The duties of the conference coordinator cover, but are not limited to, the following areas:

A. Fundraising and Donations

1. Work with organizing council and staff to manage sponsor benefits to ensure consistency and completeness.
2. Work with planning council to manage budget and funds.
3. Organize organic food donations for key items on menu including coordinating delivery between donor and chef/hotel.
4. Procure and organize other donations as necessary (i.e. silent auction, potato tasting or other).

B. Site Coordination

1. Work with hotel conference center staff to ensure communication and planning including space, itinerary, scheduling etc.
2. Assist in trade show set-up and planning as needed by planning council.
3. Serve as the main contact at event for speakers, hotel staff and chef, partner organizations, participants, etc.
4. Be the main contact between the hotel and partner organizations prior to the event through the event and post event. This will involve tracking and carrying out the details, finances, requests and deadlines of the Hotel/partner organization contract, agenda and timeline and Banquet Event Orders.

D. Administration

1. Be present, organize, and facilitate all planning council meetings of the partner organizations and communications including taking, tracking and distributing meeting minutes.
2. Serve as the main contact for speakers, sponsors, entertainers and attendees. This will involve, but will not be limited to carrying out speaker requests, transportation, lodging, payment, etc. For sponsors and attendees, identify and track needs, commitments, deadlines, contracts and payments working with partner organizations to carry out.
3. Work on details for organizing entertainment.
4. Coordinate work shifts for partner organizations' staff and any worktrades necessary both pre-event and at event.
5. Coordinate and arrange for any audio visual needs by presenters.

E. Other Duties

1. Organize and support partner organizations, planning and planning council for this event. This will include tracking deadlines, contracts, commitments, schedules, needs, miscellaneous tasks, budgets and overall details of the event from six months prior to on-site to the details of billing and general clean-up for the two weeks post-event.
2. Work with planning council organizations in marketing and sales of event as needed.