Conference and Events Manager

Achieving True Diversity in STEM

Society for Advancement of Chicanos/Hispanics and Native Americans (SACNAS) is the largest multicultural and multidisciplinary STEM diversity organization in the country. SACNAS is an inclusive organization dedicated to fostering the success of Chicanos/Hispanics and Native Americans, from college students to professionals, in attaining advanced degrees, careers, and positions of leadership in STEM. SACNAS serves over 8,000 active members and has 115 student and professional chapters throughout the United States and Puerto Rico. SACNAS influences a larger STEM community of over 25,000 through outreach, advocacy, and production of the National Diversity in STEM Conference.

SACNAS seeks an experienced and highly qualified event management professional to manage and coordinate the execution of workshops, seminars and the annual SACNAS National Diversity in STEM Conference. The Conference and Events Manager is an integral part of the SACNAS programs department, leading the department in coordinating conference logistics, agenda management, programmatic partnership management, and serving as primary liaison with SACNAS event management firm.

If you are an experienced event manager with outstanding event planning expertise and exceptional customer service skills, and a desire to work in a mission driven environment, this is a position for you.

Duties and Responsibilities

- Serve as primary liaison to contracted Event Management firm, ensuring productive communication between the firm and SACNAS staff
- In coordination with the Director of Education and Leadership, lead the programs department in the development of agendas and event flows for the national conference and other meetings
- Serve as staff liaison to the SACNAS Conference Sub-Committee, engaging volunteer sub-committee members for feedback around session speakers, sessions and overall agenda.
- Oversee and direct the review and selection of community submitted scientific symposia and professional development sessions.
- Assist Event Management firm in menu selection and guarantees, audio visual RFP’s, event rentals, hotel room blocks, recruiting and confirming volunteers, videographer and photographer coordination, on-site event support, and other event production elements
- Update Event Reports on a monthly/weekly/daily basis, as progress and commitments are made
- Work with Director to determine weekly meeting schedule and necessary meeting recaps
• Assist the development and operations lead with registration rules/parameters (early bird rates and dates, refund and exception policies, etc.) based on experience and past year’s registration data analysis
• Work with the marketing team to ensure all event logistics and registration information is up to date on the event website
• Lead the process of developing final agenda-at-a-glance, and full agenda for signage, website and conference app
• Coordinate conference shipping from office to convention center
• Assist with post-event recaps and thank you letters to all vendors
• Work on-site with the Event Management firm to coordinate conference logistics and ensure smooth communication between SACNAS staff, Event Management Staff and contractors/vendors
• Act in a supporting role off-site at events throughout the year, working with SACNAS team and logistics coordinator to secure off-site locations and logistics for year-round workshops and other programs.
• Other duties as assigned

Skills and Abilities
• Strong project management, customer service and relationship building skills
• Actively use systems to manage projects (e.g. Smartsheets, Eventbrite, Google Docs, Excel, PowerPoint, and time tracker)
• Strong written and verbal communication, able to deliver clear, concise information tailored to specific and varied audiences
• Exceptionally detail-oriented and organized, ensuring quality and consistent output
• Ability to effectively solve problems, think creatively, make decisions and act, exercising independent judgment
• Ability to maintain a professional and positive attitude and work independently with little guidance in a fast-paced, changing environment.
• Proficiency in Microsoft Office Suite (particularly Outlook, Excel and Word)
• Strong work ethic, making the most of time in the office
• Commitment to SACNAS’s mission of achieving true diversity in STEM

Desired Education and Experience
• Four-year college or university degree in Hospitality Management, Business, Marketing, Communications, or other relevant fields; an equivalent combination of education and/or experience may be substituted for a degree
• Knowledge of the event industry and 2-3 years of large-scale conference required
• 3-4 years of customer service, sales or clerical experience preferred
• Certified Meeting Professional (CMP) credential appreciated but not required

Work Location, Expected Travel, and Salary Range
• Ideal locations of this position are Santa Cruz, CA or Washington, DC; however, other major cities may be considered. Remote work option available.
• Travel throughout the United States will be necessary and will include: annual conference, regional conferences, and site visits, up to approximately 30%.
• Occasional evening or weekend work.
• Salary Range - $55,000 to $65,000

Benefits
• Medical, Dental, and Vision Plans
• Eleven Paid Holidays
• Generous Paid Time Off
• 401(k) Retirement

How to Apply
Interested candidates should submit a cover letter and resume to jobs@sacnas.org with the subject – Conference and Events Manager.


Organization Website – www.sacnas.org
2019 National Diversity in STEM Conference Website - www.2019sacnas.org

EEO Statement

It is the policy of SACNAS not to discriminate against any individual employee, group of employees or prospective employee for reasons of race, color, religion, creed, gender, gender identity, gender expression, national origin, sex, pregnancy or related medical conditions, age, marital status, ancestry, sexual orientation, physical or mental or sensory disability, genetic information, military status or any other consideration protected by applicable federal, state or local laws.

SACNAS is committed to providing equal opportunities in all employment-related activities including, but not limited to: recruiting, hiring, advancement, compensation, training, benefits, transfers, and terms of employment. SACNAS promotes equal opportunities for all employees and applicants for employment. Further, SACNAS will fully comply with all applicable equal employment federal, state and local laws and regulations.