



Coordinator, Conference & Event Sales

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 members and has 118 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](#).

The **SACNAS Coordinator, Conference & Event Sales** is a position within the SACNAS External Relations Department. The Coordinator will be part of a team who will create long-term mutually beneficial relationships between SACNAS and its partners via exhibits and event-related deliverables.

The Coordinator reports to the Associate Director, Conference & Events. This is a full-time, exempt position, which can be performed remotely or from our headquarters in beautiful Santa Cruz, California.

Duties and Responsibilities

- Coordinate the creation of the Exhibit Floorplan, Expo schedule, and Booth packages for in-person and virtual events
- Serve as point of contact for SACNAS exhibits and manage all day-to-day aspects of exhibitor sales pipeline (e.g. developing the Exhibitor Booth Agreement and implementing all booth agreement modification requests)
- Develop and execute partnership contracts, exhibitor registration, partner uploads and partner-related workflow processes
- Create effective copy for email marketing campaigns and monitor customer preferences to maximize sales opportunities across accounts
- Perform event-related administrative tasks including but not limited to planning meetings, data input, answering partner/attendee inquiries, location design edits, generating/maintaining custom reports, and keeping up-to-date customer records
- Create, manage, and drive project timelines; ensure deliverables and milestones are met
- Act as product and subject matter expert with high-level knowledge of exposition management terms, conditions, and requirements for show managers
- Deliver excellent customer service and develop long-lasting relationships to gather client feedback
- Liaison services with show decorator for exhibit space within the Expo Hall (excluding non-revenue generating spaces)
- Work with colleagues in Marketing to create a robust exhibitor communications plan and maintenance of the exhibitor portal
- Other duties as assigned

Desired Education and Qualifications

- Ambition to work with diverse communities and a passion for the mission of SACNAS
- 3+ years of relevant professional experience; OR any equivalent combination of education and/or experience from which comparable knowledge, skills, and abilities have been achieved

- Well-developed computer and office skills, including proficiency in Excel, Word, PowerPoint, Publisher, Outlook and database software
- Exceptional attention to detail and accuracy as it relates to data entry and program implementation
- Strong skills in problem solving and teamwork
- Excellent professional communication skills, particularly written communication skills
- Ability to succeed and enjoy working in a fast-paced, highly dynamic environment with a proven skill set utilizing sound judgment, creativity, and effective time management solutions
- Ability to adapt well to a continuously changing set of tasks, projects, and responsibilities.
- Ability to maintain confidentiality around sensitive and complex relationships and projects
- Ability to work some evenings and weekends
- Occasional regional and national travel will be required

Preferred Education and Experience:

- Bachelor’s degree or equivalent combination of relevant education and experience
- Intermediate experience with Cvent, Aventri, A2Z|Personify, or other event management/expo management software
- Experience working with Native Americans, Chicanos/Hispanics, or other underrepresented minority populations
- Experience supporting nonprofit executives and Board committees in the organization and coordination of meetings, initiatives, and projects
- Knowledgeable about and experience working with undergraduates, graduates, post doctorates, and professionals.

Work Location and Salary

- Remote or in Santa Cruz, CA
- Expected starting salary is \$50,000

Benefits

- Health, dental, vision, acupuncture, chiropractor & life insurance plans
- 401 Retirement
- Professional Development Support
- Generous PTO & Paid Holidays

Application Process:

Please provide a resume, a cover letter highlighting minimum and desired qualifications, and three professional references. All materials must be submitted to be considered. Application materials should be submitted through [this form](#). Position will remain open until filled.

If you have any questions, please email jobs@sacnas.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.