

Title: Conference Coordinator

Reports to: Event Manager

Classification: Full Time

Salary: \$55,000 – \$60,000

About the Org: California IT in Education (CITE) is a nonprofit professional association serving K-12 technologists in California schools, districts, charters, and county offices of education. More information can be found at www.cite.org.

About the Position: The Conference Coordinator will support the Conference team by running our conference registration, maintaining our conference website on our event platform, working closely with our speaker team, and completing team projects. Under minimal supervision, this person is expected to exercise independent judgment on a regular basis and have excellent attention to detail. In addition, this person should enjoy collaborating with a team, have a passion for adult education, and love process improvement. Our organization sits at the intersection of K-12 education, IT, and nonprofit associations and we are open to candidates from any of these professional backgrounds.

About the Hiring Process: Applicants will be invited to participate in a takeaway assignment. First-round interviews will be held in mid-March, followed by a final panel interview. We hope to make an offer by the end of March.

ESSENTIAL DUTIES & RESPONSIBILITIES

Role Responsibilities

- Organize the conference registration build out and support external stakeholders with registration questions.
- Send registration invoices and receipts as requested by external stakeholders.
- Support CITE's Annual Conference, including communicating with attendees and staffing the on-site registration help desk.
- Maintain the conference website, including inputting conference events and overseeing edits to webpages.
- Work closely with the CITE Corporate Affiliate Sponsor lead to execute conference deliverables.

Job Level Responsibilities

- Project Management
 - Independently oversee and prioritize multiple concurrent projects and tasks.

- Evaluate current project resources and processes, providing recommendations and implementing effective solutions to operational challenges.
- Perform a range of administrative, analytical, and client support functions.
- Coordinate, lead, and facilitate collaborative initiatives to advance project objectives.
- Prepare and present comprehensive qualitative and quantitative reports detailing project or program outcomes.
- Administer contracts with external service providers.
- Contribute to the project management and analysis of financial data for programs or projects.
- Resource Curation & Creation
 - Conduct research to identify relevant articles, tools, activities, and information that advance project objectives.
 - Develop comprehensive reports, multimedia content, presentations, memoranda, contractual documents, and other materials to support project deliverables.
 - Provide timely, clear, and detailed updates to collaborators and leadership throughout the project's duration.
- Organization Support
 - Coordinate with staff across departments on projects and assignments.
 - Contribute to the production of the week-long Annual Conference by performing event-related tasks as part of the full staff team (e.g., staffing the registration desk, organizing supplies, etc.).
 - Address concerns, inquiries, or complaints from members, member agencies, or the general public professionally; conduct research as needed, document findings, and take appropriate actions to ensure timely and satisfactory resolutions.
 - Other duties as assigned

CITE Universal Responsibilities

- Collaboration: Proactively engages with an iterative mindset to enhance ideas and achieve organizational results. Cultivates relationships, builds partnerships, and shares and learns without boundaries.
- Service: Focuses on meeting needs and exceeding expectations for those served inside and outside the organization.
- Respect: Embraces others for their true, authentic selves; nurtures and promotes an environment that values diversity of thought, input, experience, and expertise. Demonstrates respect, honesty, and professionalism at all times.
- Policy & Practice: Reads and demonstrates an understanding and adherence to CITE values, policies, and practices.

QUALIFICATIONS

Required Skills & Knowledge:

- Demonstrated experience using common organizational technology systems in use at the organization such as Microsoft O365, Google, Asana. Preferred experience with SurveyMonkey, Novi, and eShow EMS.
- Ability to independently project manage and prioritize concurrent projects, programs, and tasks
- Excellent customer service, interpersonal and communication skills.
- Display a practical experience with program planning and coordination.
- Strong analytical, critical thinking/problem solving skills.
- Modern office practices, methods, and computer equipment and applications related to the work.

Ability to:

- Establish and maintain effective working relationships and work as a team with staff, association members, and the general public.
- Communicate effectively, both orally and in writing.
- Maintain confidentiality of sensitive information.
- Interpret and apply program policies and procedures.
- Compile detailed information, maintain extensive records and prepare reports in an organized and timely fashion.
- Learn and apply new software
- Provide excellent customer service.
- Multi-task and work within time-sensitive deadlines.
- Work independently and set priorities.

EDUCATION & EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities. A typical way to obtain the required knowledge and abilities would be:

- Experience: Minimum of four years' of experience in administrative support work, conference planning, non-profit association, or related field.
- Training/Education: Associate's degree in Business Administration or related field, or equivalent experience; bachelor's degree preferred. Candidates with intermediate to advanced administrative work experience will also be considered in lieu of a college or university-level education.

WORKING CONDITIONS AND PHYSICAL DEMANDS

- Requires vision (which may be corrected) to read small print
- Perform work that is primarily sedentary
- May be required to work at a video display terminal for prolonged periods
- May be required to work evenings or weekends
- Requires dexterity of hands and fingers to operate a computer and standard office equipment



- Sitting or standing for extended periods of time
- Reaching above the shoulders and horizontally to retrieve files and supplies
- Listening and speaking to exchange information, e.g. by electronic device, telephone or in person
- Ability to travel independently to partner conferences and districts as needed
- Ability to travel independently and participate in CITE Annual Conference (full week, before or after Thanksgiving week depending on year, California locations)

BENEFITS

- Remote position (California residents only)
- Flexible work schedule
- Casual and supportive workplace atmosphere
- 401(k) contribution
- Health, dental, vision, disability, FSA, and life insurance
- Generous sick and vacation leave

This is a remote position based in California with required in-state travel. Our organization is unable to offer employment to non-California residents. If applying from out of state, please provide a cover letter explaining the status of your relocation to California in order to be considered for the position. As a small nonprofit, we are unable to offer relocation assistance.

All CITE employees are required to travel and work extended hours during the week of the CITE Annual Conference, which typically occurs either the week before or after the Thanksgiving holiday. Travel expenses will be covered in advance by the organization; employees are not expected to incur any costs upfront. Normal breaks, meal periods, and overtime compensation will be provided in accordance with state and federal laws.

CITE is an equal opportunity employer and does not discriminate against candidates and employees because of their disability, sex, race, gender identity, sexual orientation, religion, national origin, age, veteran status, or any other protected status under the law. CITE promotes an inclusive workplace; reasonable accommodation requests for interviews can be made.