

**Job Description:** Southwest Conference Annual Meeting Planning Coordinator

**Reports to:** Conference Minister

**Purpose:** The Annual Meeting Planning Coordinator is responsible for the comprehensive planning, organization, and execution of the Annual Church Conference meeting, aiming to enhance the fellowship experience while minimizing the organizational burden on Conference staff. This role will ensure the seamless integration of both virtual and in-person meeting components for a smooth, efficient, meaningful, and sacred gathering.

**Key Responsibilities:**

1. **Planning & Logistics:** Oversee all aspects of event planning, from initial conception to post-event review.
2. **Tech Proficiency:** Ensure proper set up and management of the meeting app for virtual attendees and handle all PowerPoint presentations. Stay updated with the latest technological tools for effective meeting coordination.
3. **Venue Coordination:** Collaborate with the host location on various logistics including onsite registration, meals, room arrangements, technical requirements, safety protocols, worship planning, and other necessary preparations.
4. **Team Collaboration:** Work closely with the planning team, holding regular meetings leading up to the event to ensure all aspects of the meeting are well-coordinated and executed.
5. **Speaker Coordination:** Identify, contact, and secure guest speakers. Ensure speakers have all necessary resources and information prior to the event.
6. **Registration Management:** Oversee the process for hotel accommodations and the event registration process, ensuring a smooth check-in experience for all attendees, both virtual and in-person.
7. **Meal Coordination:** Organize all meal-related logistics including menu selection, dietary requirement accommodations, seating arrangements, and timely service.
8. **Room Assignments:** Assign and prepare rooms for workshops, the business meeting, and other related events, ensuring they are equipped with necessary amenities and technology.
9. **Communication:** Provide timely updates to the Conference Minister and other relevant parties as scheduled and/or requested.
10. **Post-Event Review:** Organize a thorough review of the annual meeting, identifying areas of success and opportunities for improvement. Facilitate an evaluation process and document areas for follow-up to improve future gatherings.

**Qualifications:**

1. Proven experience in event planning and coordination, preferably in a religious or non-profit setting.

2. Strong technological proficiency, especially in PowerPoint and meeting app platforms.
3. Excellent organizational and multitasking skills.
4. Strong interpersonal and communication skills.
5. Ability to work collaboratively with a diverse team and manage multiple stakeholders.
6. Detail-oriented with a focus on ensuring a high-quality experience for attendees.
7. Bachelor's degree in a relevant field or equivalent experience is preferred.

**Working Conditions:** This role may require occasional travel, especially as the date of the event approaches. Travel to the event location and other related venues may be necessary and will be covered.

**Compensation:** Flat fee of \$2500.00

**To Apply:** Interested candidates should submit their resume, cover letter, and any relevant references to Rev. Dr. Toni Hawkins at [thawkins@uccswc.org](mailto:thawkins@uccswc.org) .