



Job Description

Job Title	Conference and Programs Coordinator			
Reports To	Programs & Policy Director	FLSA Status	Exempt	
			<input checked="" type="checkbox"/> Non-Exempt	
Shift/Hours	9am to 6pm - (must be available to work some weekends and additional hours as necessary)	Classification	<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Temp
			<input type="checkbox"/> Part Time	<input type="checkbox"/> Intern
Salary Range	\$16 to \$22 an hour			

Organization

HOPE is a non-profit, non-partisan, organization committed to ensuring political and economic parity for Latinas through leadership, advocacy and education to benefit all communities and the status of women.
HOPE

Job Scope

The Conference and Programs coordinator plays a key leadership role in supporting portions of HOPE's programs and their implementation. They are the primary staff supervising the registration of individuals attending HOPE's conferences and other events, this is a matter of great significance to HOPE, and they must be able to exercise independent judgment and discretion in dealing with HOPE participants and sponsors. This position supports all of HOPE's programs and conferences.

Distribution of Duties

Conferences and Events 60%
Programs 40%

Qualification Requirements

Experience/ Education

- Minimum of three years of experience and expertise in marketing
- Minimum of three years of conference and event support experience
- Minimum BA degree
- Valid driver's license and proof of auto insurance

Communication Skills

- Read/Interpret, create, and edit documents
- Superior written and oral communication skills
- Sense of humor and able to work in a fast pace, high output environment
- Speak Clearly/Concisely
- Interface with the Public
- Spanish a plus
- Excellent customer relation skills

Additional Skills

- Problem Solving
- Independent Judgment
- Ability to make administrative/procedural decisions and judgments
- Customer Service
- Ability to understand and follow specific instructions and procedures
- Teamwork/Team Player
- Proactive
- Excellent organizational skills
- Flexibility/Adapt to Change
- Ability to Multi-Task
- Work under Pressure and meet deadlines
- Understanding of budgets
- Business Acumen/Demeanor
- Creative and Independent worker

Supervisory Skills/Requirements

- Develops/Manages Budget
- Administering Company Policy
- Supervise Interns

Relationships

- Works Closely with (Internal) all levels of management
- Interacts with (External): Conference attendees, presenters, vendors, external clients, affiliate groups, Friends of HOPE donors, stakeholders, and sponsors

Technical Skills

- Hardware: Proficient with computers and ability to conduct research on-line
- Software: Experience with HTML and Photoshop or similar required. Proficient in Microsoft Office Suite and high level of command of Excel/Word merge functions

Other Considerations

- Percent of Travel: 20% including some weekends in a high output and collaborative working environment
- Access to Confidential Information
- HOPE representative at external events
- Able to lift, push, pull a minimum of 25 pounds

Essential Job Functions

Conferences and Events:

- Lead the registration and supports Latina Empowerment Day conference series
- Implement marketing plans that increase registration at conferences
- Design and oversee registration at conferences
- Supervise over 17 volunteers at conferences and interns.
- Develop materials, correspondence and reports for conference sponsors, volunteers and vendors
- Manage relationships with sponsors

- Coordinate supplies and materials needed for conferences and events
- Responds to initial inquiries from public regarding conferences and events
- Prepare and oversee event budgets for specific conferences

Programs:

- Develops and Assists in the execution of program sessions and events
- Perform other programmatic and administrative duties as assigned
- Maintain accurate filing system and overall organization of conference and events files
- Maintain HOPE's database

To Apply

Email cover letter and resume to Helen Torres at htorres@latinas.org.