

Job Posting: Conference Manager, State Conference, Florida Technology Student Association

Job Type: Part Time, Contractor

Contract Scope: 2018 FL TSA State Conference

Job Responsibilities

- Create and communicate conference schedules and promotional materials
- Manage pre-conference registration system and load all parameters
- Pre-conference planning of meeting room usage and catering arrangements with hotel
- Communicate with hotel management to ensure flawless execution
- Recruit and manage volunteer event coordinators for each competitive event
- Work with organization to assist schools with hotel reservations
- Prepare and coordinate printing of all conference programs
- Attend pre-conference planning meetings
- Attend entire FL TSA state conference; manage registration
- Procurement and transportation of all consumable supplies within assigned budget
- Coordinate logistics of all conference supplies to arrive at conference on time
- Prepare all competitive event printed materials
- Clean up and transportation of all conference items to storage facility after conference
- Timely communication with FL TSA chapters, FL TSA board of directors, FL TSA staff

Skills

- Superior organizational skills
- Experience with Microsoft Office Applications
- Effective oral and written communication
- Positive team oriented attitude
- Experience with meeting deadlines on budget
- Ability to manage multiple tasks

Reports to Florida TSA Executive Director

Apply by sending resume and letter of intent to Justin Lauer, FL TSA Executive Director
TSA@JustinLauer.net