



Position Title: Conference Administrative Assistant
Available: July 22, 2019
Status: Full-time

The Care Net National Conference is an annual conference that serves to educate, encourage, and equip pregnancy centers to continue their work of saving lives and ministering compassion.

Position Focus

Reporting to the Conference Director (CD), the Conference Administrative Assistant (CA) provides administrative and conference support to the Conference Director. Experience in handling a wide range of administrative responsibilities is expected. The CA is well-organized, flexible, and can handle the administrative challenges of supporting conference related tasks.

Core Office Responsibilities

- Prepares and processes travel, expense reports, and purchase orders for the CD and possible other staff as relates to the conference
- Communicates and handles incoming and outgoing telephone and electronic communications on behalf of the conference
- Assists in the shipping/handling of outgoing and incoming conference related materials
- Prepares responses to correspondence containing routine inquiries
- Performs general clerical duties including, but not limited to, word processing, basic bookkeeping, copying, faxing, scanning, mailing, and filing
- Files and retrieves organizational documents, records, and reports (timesheets, financial, credit card reports, purchase orders, check requests)

Conference Responsibilities

- Assists the CD in conference related tasks, including but not limited to data input and detailed reports
- Online registration site creation, software management, app development, manual input when needed, and creating reports
- CA acts as exhibitor liaison providing registration details, exhibit schedules, and general information with exhibitors and decorating company
- Works with Marketing and Communication team to develop creative ideas for conference before, during and after the annual conference
- As vendor liaison, receives quotes, reviews with CD and finalizes details for copier, rental car, security guard, airline flights, shipping, premiums, etc.
- Assists in marketing communications by calendar maintenance, email creation on Hubspot, and other communication needs
- Creation of conference website, content management, editing conference related content on the Care Net corporate website
- Creation and update of forms and pdf documents using Adobe software related to conference
- Assists in the review and proofing of brochure and conference guide
- Manages cost analysis and production of name tags
- Management of the brochure mailing list and email lists to different groups as affiliates, exhibitors, churches, non-affiliates, organizations, friends, etc.

- Management of workshop speaker communication: confirmation email, check requests for honorarium and expenses, collection of W-9s, bios, and all speaker forms
- Liaison to hotel group housing coordinator and management of master account
- Scholarship and awards coordination including communication with Center Services team, ordering plaques and/or trophies
- Management of the tracking and ordering of conference supplies
- Research of conference bags, neck wallets, and maintenance of all supply inventory
- Research of outside activities for conference attendees
- Coordination of refund requests with Finance Department
- Assists in roommate and dietary requests for attendees
- Assists with volunteers before and during conference; training and direction
- Manages on-site registration during conference
- Trouble shooter as needed for AV, Speakers, Track Hosts, Security Guard, Exhibitors and Hotel Reservations onsite at conference
- Creates and manages evaluation surveys for attendees and exhibitors
- **Other duties as assigned**

Requirements

- Is a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
- Keeps Christ central in individual and corporate life and shares the Gospel of Jesus Christ. Attends, participates, and leads in daily staff devotions and prayer
- Possesses a strong commitment and dedication to Care Net's pro-life position as well as Care Net's mission and vision
- Agrees with Care Net's Statement of Faith and Core Values
- Bachelor's degree preferred; some college experience required
- At least two years administrative experience
- Experience in project management
- Strong oral, written skills and interpersonal communication skills; doesn't mind speaking in public
- Can work independently as well as part of a group
- Has high level of proficiency with Word, Excel, PowerPoint, Google platforms, (including Google Drive, Gmail, Calendars, Docs, Forms, and Sheets) and familiarity with data input and use of databases, email software, and website administration
- Has strong organizational skills, and attention to detail
- Hotel, conference, or event planning background preferred but not required
- Has the ability to travel, including travel to the Care Net Annual Conference
- Has the ability to work with a diversity of cultures and Christian denominations, backgrounds, and traditions

To apply, please submit the following to ksanford@care-net.org

Subject Line: Conference Administrator

1. Cover letter and resume
2. Statement describing your pro-life position (250 words or less)
3. Statement describing your relationship with Jesus Christ (250 words or less)