

Conference Manager

Job Duties: National criminal justice association is seeking applicants for the position of Conference Manager. This position is responsible for all activities related to event planning for conferences and workshops. The ideal candidate must demonstrate the ability to multi-task and be responsive to customer needs. The Conference Manager will report directly to the Conference & Corporate Relations Director.

Responsibilities:

1. Manage assigned projects in the area of meeting/event planning for annual conference and workshops.
2. Track budgets to ensure revenue and expenses are kept within established boundaries and reconcile event bills.
3. Ensure all logistical details including room set-up, audio visual, transportation, housing, and food and beverage for meetings are planned effectively.
4. Participate in contract negotiations and evaluations.
5. Participate in the planning committee meetings for the annual conference to ensure continual improvement and quality customer service.
6. Assist in developing relationships with the planning committee, host committee, and workshop instructors.
7. Other duties as necessary to contribute to the overall success of the association.

Required Qualifications and Experience:

- Direct background in special event or conference planning.
- At least five years work experience or be a certified meeting planner.
- Contract negotiating with hotels, conference centers, and vendors.
- Excellent organizational and interpersonal skills.
- Excellent written and verbal communication skills.
- Publishing and proofreading experience.
- Proficient in all Micro Soft programs.
- Budgeting experience a plus.
- Ability to multi-task.
- Ability to meet deadlines.
- Some travel required.

Salary/Benefits: Up to mid \$30k, depending on experience.

To Apply: Please e-mail a resume and cover letter to Chris Anderson at chrisa@aja.org or fax to 301-790-2941.