



International Conference Coordinator

Last Updated 2024-08-09

Summary

Affirmation: LGBTQ Mormons, Families & Friends seeks a detail-oriented and self-motivated individual to be the coordinator of the 2024 Affirmation International Conference. In this role, you will work with the Executive Committee and Conference Planning Committee to plan and execute a successful conference with the aim that the conference provides spaces of safety, love, and hope for the LGBTQIA+ community inclusive of all along the spectrums of sexual orientation, gender identity, belief, and relationship with The Church of Jesus Christ of Latter Day Saints.

The conference will be held October 11th - 13th at the Ogden Eccles Conference Center in Ogden, Utah.

Compensation

\$2,500 as an independent contractor.

Duties and Responsibilities

- Be the point of contact for the venue and vendors, providing direction based on decisions made by the Conference Planning Committee and Executive Committee or bringing new items to the attention of these committees for decision.
- Facilitate regular virtual meetings of the Conference Planning Committee, bi-weekly or weekly as needed, to provide an update on progress and receive input and updates from committee members.
- Keep the conference schedule up-to-date in any planning tools and the Affirmation website.
- Assist the Executive Committee in marketing the conference via email, social media, or other mediums.
- Assist the Executive Committee in extending invitations and making arrangements for keynote speakers.
- Assist the Executive Committee in making travel arrangements, payments, and reimbursements.



- Serve as point of contact for the venue, vendors, volunteers, and Executive Committee during the conference, ensuring that Affirmation leadership can focus on their meetings and assignments during the conference and not the execution of the conference itself.
- Receive shipments of conference supplies or other materials and transport them to the venue.
- Other conference-related tasks that may be assigned by the Executive Committee.

Training & Resources

- Tools/documents used in planning for past conferences will be provided and reviewed.
- Training will be provided in updating conference-related content on the Affirmation website, including the conference schedule.
- Access to an Affirmation email address, editing privileges on the Affirmation website, Canva, MailChimp, and social media channels.

Requirements

- Must be detail-oriented and comfortable tracking and reporting progress, ideally using Google Spreadsheets.
- Must be self-motivated to complete tasks as assigned or generally accomplish responsibilities in a timely manner with minimal supervision.
- Must be comfortable working with Google Workspace and Zoom.
- Must be willing to learn content management in WordPress, graphic design/editing in Canva, posting to social media.
- The ideal candidate will have had experience planning and executing similar events.
- The ideal candidate would live in Ogden or surrounding areas and have their own transportation and the ability to transport supplies/materials to the venue.

Evaluation

- A survey of conference attendees will be conducted, and results will be shared with the conference coordinator.
- The Executive Committee may provide a further evaluation.



Time Commitment

- The individual in this role is anticipated to provide 5-10 hours of services per week leading up to the conference.
- The individual in this role will be on-site for conference setup, sessions, and cleanup.

Applying

To apply for this role, please email a cover letter and resume to the Executive Committee at executive@affirmation.org by August 16, 2024.