



Job Description Conference Assistant

Summary

The Conference Assistant is a full-time limited term position (through at least February 2018) directly supervised by the Marketing and Communications Director. As a member of the Engagement and Outreach team, this position will assist the Conference Lead in delivering the CNPS Conservation Conference, coordinating sponsorships, sessions, the exhibit hall, special events, and more.

About CNPS

CNPS is a science-based conservation organization that celebrates and saves California's globally important plants and places. CNPS is powered by 1,000 volunteers in 35 chapters across California and Baja, as well as 30+ staff and numerous contractors supporting the organization and its programs.

Responsibilities

Conference Coordination

- Assists the Conference Lead and other conference planning teams with coordinating sessions, abstracts, workshops, field trips, art and photo contests/exhibits, special events, and other planning.
- Assists Executive Director in conference sponsor contact, tracking, follow-up, thanks.
- Gathers and prepares material to help develop and print the Conference Program.
- Serves as a point of contact and answers/triages questions for prospective and registered attendees, sponsors, exhibitors, and others
- With training and support from the Conference Lead, processes incoming conference event registrations and assists in maintenance of the conference registration database
- Organizes and helps manage event volunteers.
- Works with vendors to source and order conference tote bags and other registration desk materials
- Works at Registration Desk and elsewhere on days of Conference.
- Assists with compiling responses to conference evaluation and contribute to final report.
- Other duties as assigned.

Qualifications

- Bachelor's preferred with a minimum of one year of experience working on similar projects.
- Excellent interpersonal skills and ability to work well with people of different backgrounds.
- Attention to detail and excellent organizational skills are essential to this position.
- Ability to maintain calm under pressure and under changing conditions.
- Excellent oral and written communication skills.
- Demonstrated ability to be a self-starter, and to complete detail-oriented work with high level of accuracy working independently or with a team.
- Ability to independently and efficiently manage multiple complex projects simultaneously.

- Knowledge and experience with Microsoft Office suite, Google suite, platforms.

Additional Desired Skills

- Fluency in Spanish or other languages spoken by Californians.
- Familiarity with fundraising software/donor database or CRM.
- Knowledge of CNPS, familiarity with native plants and plant communities throughout California.
- A commitment to conservation.

Physical Requirements

This job requires prolonged sitting and use of computer and mouse. It may require participation in field trips on uneven trails with variable grade. These requirements are representative, and reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Additional Job Requirements

- Work time is generally Monday through Friday 8:00 to 5:00. Some flexibility is possible.
- A valid California driver's license and proof of car insurance are required, provided annually.
- Periodic travel to locations throughout California will be required.

Status, Compensation, and Location

This is a full-time, limited term staff position eligible for benefits. CNPS offers a competitive benefits package. This is a Sacramento-based position. Pay is \$18 - \$22 / hr based on experience.