

# Part-time Conference Director

## The National Organization for Disorders of the Corpus Callosum

**Date: 4-15-09**

**Job Title: Part-time Conference Director**

**Mission:** Our mission is to enhance the quality of life and promote opportunities for individuals with disorders of the corpus callosum and raise the profile, understanding and acceptance of these disorders through research, education, advocacy and networking.

### **About the Organization:**

The National Organization for Disorders of the Corpus Callosum (NODCC) is a young and growing non-profit organization dedicated to enhancing the quality of life and promoting opportunities for those affected by a disorder of the corpus callosum. The corpus callosum is the largest connective pathway in the human brain.

### **About the Position:**

The NODCC is looking for a part-time contractor to plan, coordinate and execute an annual conference. The annual conference is held in a different city every July or August. The contractor will work varied hours as appropriate to prepare and attend event and will be paid an hourly rate.

### **Qualifications:**

Qualifications: Bachelor's degree preferred. A minimum of 3 years in fundraising, special events, conference planning or similar field. High energy and positive attitude. Self-starter and ability to work independently and with Board of Directors. Desire to work for growing non-profit and compassion for people with disabilities required. Experience with volunteer coordination. Excellent organization and leadership skills. Good computer skills working with Word and database programs.

- Manage conference planning and administration including advance, on-site and post conference
- Supervision of the local area volunteer committee, monthly committee teleconferences, and post and pre- conference meetings at conference locations
- Preparation of registration materials, monthly planning guide, promotional mailings, conference forms and worksheets; mail or email attendees and childcare confirmations
- Serve as liaison to hotel during conference event
- Create conference schedule and contract recommended speakers (in conjunction with Board)
- Oversee recruitment of exhibitors and handle exhibitor registration
- Develop and oversee Children's and Teen Programs including contract professional staffing service, activities schedule and toys/supplies inventory
- Oversee procurement of local volunteers and roles for all aspects of Conference
- Oversee, silent auction, entertainment and decoration planning activities
- Recruit, schedule, educate and supervise session moderators, ambassadors and panelists
- Manage all aspects of the conference CME program including registration mailing to local area professionals
- Coordinate audio/visual, podcasting and conference slide show arrangements
- Write and compile the conference booklet including various schedules, acknowledgments, presenter CVs/abstracts, CME guidelines, and other conference information; handle CME approval and printing
- Coordinate Continuing Education Accreditation for conferences.
- Coordinate meeting and childcare rooms, audio/visual contracts, and exhibitor layout

- Assist with required local sales permits for conference sales
- Create and pack attendee meeting materials.
- Coordinate and supervise the conference on-site advance set-up and tear-down activities.
- Handle post-conference reports, thank you letters; compile conference survey results

**Compensation: Hourly contract position**

**To Apply / Contact Information:  
Send cover letter and resume to [info@nodcc.org](mailto:info@nodcc.org)**

**Deadline: Until filled**