



National Council for Science and the Environment

Position Announcement ***Conference and Meetings Planner***

About NCSE

The National Council for Science and the Environment (NCSE) works with scientists, educators, policymakers, business leaders, and officials at all levels of government to inform environmental policy- and decision-making with the use of science. Founded in 1990, NCSE is a 501(c)(3) nonprofit organization. As a nonpartisan organization, NCSE serves as a boundary-spanning organization focused on the science-policy interface. NCSE is a leader in educational research focused on the evolving fields of interdisciplinary environmental, sustainability, and energy (IESE) higher education. NCSE is currently on a growth path and offers opportunities for professional development and promotion.

Position

The *Conference and Meetings Planner* will plan and execute various events including the NCSE Annual Conference, NCSE Summer and Winter Member Meetings and regional events focused on a range of issues and programs, under supervision and with close guidance and support from upper management and other team members. NCSE meetings and the NCSE Annual Conference are designed to build upon one another and provide value to NCSE Member Institutions (four- and two-year universities and colleges) as well as non-members and the broader community.

Responsibilities

With supervision and support, the *Conference and Meetings Planner* will work on all aspects of annual conference and event planning including but not limited to the following:

- Send RFPs to hotels/venues and review proposals for the Annual Conference and Member Meetings
- Assist in the selection and contracting of a venue for the Annual Conference
- Manage event registration process
- Build and maintain the Call for Session Proposals and Poster Presentations
- Assist with session development including speaker invitations and tracking, session selection, and organizing leadership calls
- Work directly with vendors and partners on room set up, AV, WiFi order, and food and beverage needs for all events
- Support event marketing through website, emails, flier design, and social media
- Market and reach out to potential exhibitors, sponsors, and collaborators
- Track exhibitor and sponsor information
- Help coordinate special events for NCSE including making reservations, coordinating travel, and collecting RSVPs
- Organize and lead internal event planning meetings
- Send post meeting thank you messages and surveys

- Execute and analyze conference evaluations and make suggestions for meeting improvements
- Work with General Service Contractor on registration and exhibit design and installation
- Update and maintain the conference budget with supervision from NCSE management
- Provide support on grant applications for federal funding
- Assist in other NCSE conference and meeting related activities as needed.

Qualifications

- Candidate should have a minimum of three years experience in meeting or event planning;
- Excellent organization and project management;
- Experience with Cvent or other comparable conference management software;
- Skilled in Microsoft Office Suite with high level of general computer competency; and
- Bachelor's degree; event planning certification a plus.

Requirements

- Extremely organized with meticulous attention to detail, and strong follow-through;
- Creative problem solver;
- Self-starter with demonstrated ability to handle multiple tasks and deadlines;
- Ability to work well alone and collaborate effectively and professionally with others;
- Experience staying on task and working under deadlines;
- Strong process orientation with priority for quality;
- Strong team player;
- Willingness to travel no more than 15 percent of total time to work on events outside of Washington, D.C., including internationally as needed; and
- Ability to communicate effectively with diverse stakeholders and partners.

Salary

Commensurate with experience. Strong benefits package.

Start Date

As soon as possible.

How to Apply

Please submit a resume and cover letter to employment@ncseglobal.org no later than May 31, 2019. Applications will be reviewed on a rolling basis. Early submission is recommended.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. NCSE is committed to building and sustaining a culturally diverse team and strongly encourages applications from female and minority candidates.