

Wisconsin Conference United Church of Christ
Meeting Planner Job Description
Contract Position – Part-Time

The Wisconsin Conference United Church of Christ Meeting Planner is responsible for the planning and implementation of the Conference's three-day annual meeting. The annual meeting is a significant strategic event in the life of the Conference and its 213 member churches. With annual attendance between 300-400, and three days of workshops, business meetings, exhibits and gatherings, this highly rated event conveys and supports the mission and goals of the Wisconsin Conference in its service to members.

The meeting planner is responsible for the planning and execution of the annual meeting from start to finish. This position works with the Conference Minister, a planning team, staff and volunteers to plan and implement all aspects of the meeting. The meeting planner develops a plan of action and timelines each year to optimize meeting outcomes and participant experience. An understanding of how to leverage events to support organizational mission and goals is key to this position.

This is a part-time, contract position, with hours varying throughout the year. Hours worked are light during summer, increasing somewhat in the fall, and becoming more intense in the winter through spring, culminating with four full days during the meeting. Monthly hours range between 2 in the summer months, to 60 in early June when the annual meeting is held. Annually this position will require approximately 300-350 hours of work. The Meeting Planner must be available for overnight travel (in-state) for the three days of the annual meeting, typically the first or second weekend of June.

Primary Responsibilities:

- Facilitate the planning team to ensure that planning efforts support the organization's mission and goals. Lead with clear agendas and follow up with notes and action items. Maintain event documents.
- Work with the planning team to develop programming and schedules for the entire event that incorporate and support the meeting theme as determined by the Conference Minister and Board of Directors.
- Secure the meeting venue and other outside vendors, negotiate contracts, communicate Conference requirements and ensure requirements are met. Address any issues that arise.
- Recruit all speakers, including keynoters and workshop presenters. Act as liaison to gather necessary information and communicate requirements.
- Develop all communications messages and materials for the meeting, including promotions, meeting materials and website, meeting presentations, and attendee and volunteer communications.
- Recruit and train volunteers.
- Create the meeting registration site and monitor registrations.
- Work with the exhibit hall volunteer manager to ensure that the exhibit component of the meeting is executed successfully.
- Work with the financial manager to establish a meeting budget, and manage to that budget.
- Develop the on-site logistics plan covering three buildings and more than 30 meeting spaces for workshops, business sessions, exhibits and social gatherings. Provide detailed requirements to the facility.
- Work with Conference leadership to develop a detailed agenda for the business plenary sessions and to prepare them for their roles during business sessions.

- Provide support and resources to everyone with an active role in annual meeting implementation. Be available for questions and assistance throughout planning and implementation.
- Proactively handle any issues arising during meeting planning and preparation and monitor all aspects of the meeting and facility during the annual meeting. Address any problems that arise on event days.
- Implement a meeting evaluation process for continuous improvement.
- If it becomes necessary, the meeting planner will develop and execute plans to deliver a virtual annual meeting, utilizing online technologies for the business meeting as well as for learning and gathering opportunities.

Requirements

Experience

- Minimum of 2 years of successful meeting and event planning experience, including primary responsibility for medium to large events
- Experience managing projects and working in teams, including meeting facilitation

Skills and Qualifications

- Exceptional organizational and project management skills
- Strong team working skills with ability to lead individuals in achieving a common goal
- Outcomes oriented
- Strong attention to detail, while keeping the big picture in sight
- Problem-solving skills
- Excellent written and verbal communications
- Proficiency in Microsoft Office Suite required (Word, Excel, Outlook and PowerPoint). Experience with other software such as mass emailing, volunteer recruitment, online surveys, database is desired. Willingness and ability to become proficient in new software is imperative. Design software skills (e.g. InDesign) a plus, but not required.
- Strong interpersonal skills
- Ability to
 - manage multiple priorities
 - handle stress and remain calm
 - be adaptable and flexible
 - travel overnight (only during the 3-day meeting)
 - work under deadlines
 - work independently while remaining a team player
 - attend occasional in-person meetings at the Conference office in DeForest
 - work flexible hours
 - work from home

Education

Associates degree or above in a related discipline

Note: This is a part-time, contract position. Contractors are expected to provide their own workspace, equipment, and expenses. Contractors are not eligible for employee benefits, nor does the Wisconsin Conference UCC deduct payroll taxes from contractor disbursements.