

**Kansas Women Attorneys Association
Annual Conference Planner Position Description**

Position Summary: The Annual Conference Planner will assess and conceptualize needs and desires for the 2023 annual conference and make all arrangements necessary to execute the annual conference chairs' desired vision and goals.

Organization Liaison: Annual Conference Co-Chairs

Supervisory Responsibilities: Recruits, trains, manages, and schedules event volunteers.

Duties/Responsibilities:

- Manages logistics of the conference for attendees, including registration, payment, room reservations, ordering food, reserving event spaces, and set up and take down.
- Ensures all continuing education requirements are met, including gathering speaker materials and sending them to attendees, aiding attendees in completing evaluation forms, communicating with the CLE Commission, and applying for CLE credit for Kansas and Missouri.
- Coordinates with conference speakers, including keynote speaker, on location and time of presentation, any audio/visual needs, and gathering speaker biographies.
- Recruits and manages conference volunteers for speaker introductions, set up and take down, and registration table.
- Consults with and reports to conference chairs and committee regularly and coordinates with volunteers to plan and develop event schedule, topics, and speakers.
- Provides monthly reports to conference chairs on progress of conference planning.
- Ensures that events meet legal, safety, and health requirements and regulations; obtains necessary permits from fire and health departments.
- Coordinates transportation for guests, attendees, speakers, or other parties.
- Manages all administrative duties and details associated with the event including financial operations, distribution of promotional materials, and responding to inquiries.
- Maintains current knowledge of continuing legal education standards and requirements.
- Completes conference wrap-up tasks, such as coordinating issuance of refunds and paying vendors.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and meticulous attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Creative and effective problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to respond to problems and to assist members with a calm, courteous, and helpful manner and attitude.

- Thorough understanding of legal regulations and permits required for events.
- Proficient with Microsoft Office Suite or related software.

Education and Experience: At least two years of experience in customer service, retail, event planning, or a related field.

Physical Requirements:

- Must be able to remain stationary for long periods of time and move throughout area/buildings/rooms.
- Must be able to move up to 25 pounds at times.
- Must be able to work a variety of hours in order to accommodate events.

Estimated Work Time: 400 hours

Pay: \$8,000 total paid in approximately equal monthly installments.

Deadline for Submissions: Submissions must be emailed to kansaswomenattorneys@gmail.com by December 5, 2022.