

Call for Applications: Limited Duration Conference Consultant & Planner

Organizational Overview:

The Oregon Coalition Against Domestic & Sexual Violence (OCADSV) is a feminist statewide nonprofit corporation comprised of 51 member programs. We offer several support services to providers and community partners, including systems advocacy; the development and distribution of funds; information, referral, and technical assistance; training and education; and shaping public policy around intimate partner violence, sexual violence, and stalking. OCADSV was formed to support grassroots efforts to pass legislation important to the anti-violence movement, such as the landmark Oregon Abuse Prevention Act and the Rape in Marriage Law. OCADSV facilitates excellence in training, advocacy, and support to programs.

All OCADSV-sponsored worksites are fully wheelchair accessible; we strive to provide a healthy worksite for everyone.

Project Purpose:

Under the direction of the Executive Director and in collaboration with the OCADSV Staff, assist in the planning, provision, and evaluation of the annual OCADSV statewide conference.

Essential Duties:

On-site Conference/Meeting Coordination: Assist in the planning, provision, and evaluating of the annual OCADSV statewide conference. Contribute to the content, design.

- Coordinate catering for a conference with the hotel
- Coordinate speaker's audiovisual and set up needs with hotel
- Coordinate master bill lodging reservations for staff, speakers, board membership, and implementation of events, training, and conferences.

Event preparation:

- To review and assist in developing final agenda for onsite program, assist with items for the onsite program to guarantee accuracy and clarity,
- Registration: coordinate with staff process for pre-registration and onsite registration –to develop appropriate checklists for tracking and packing to ensure accuracy in reporting.

Presenter/Workshop support:

- Coordinate presenter contracts, prepare and negotiate and distribute contracts;
- Send signed contracts from speakers to OCADSV for payments, and signature
- Coordinate materials needed from speakers/handouts/bios, audiovisual (AV) setups

- Coordinate with OCADSV travel needs of keynote speakers

Conference Budget:

- Assist with budget development
- Assist with budget monitoring

Marketing & Communications Support:

- To consult on conference marketing materials
- To Provide and review copy for save the date card,
- To review copy for online registration materials, including registration application, overall conference agenda, workshop descriptions, speaker and panelist information, presenter bios, etc.
- Assist with conference program design

Conference Event Site Obligations:

- To ensure conference logistics are in place and adequate
- To coordinate room setups for registration, meal functions, workshops, special events, and childcare programs
- To coordinate audiovisual setup
- Interface with hotel staff for smooth functioning
- To be the primary contact for the conference with the hotel and conference facility
- To monitor sleeping room pickups daily

Secure Future Conference Location:

- To prepare at the direction of OCADSV an RFP for meeting space and sleeping rooms for the 2023 conference.
- Distribute and monitor RFP to appropriate venues/locations
- To secure conference location for 2023 which will accommodate the needs of the conference; coordinate site visit pre-conference contracting
- Monitor contracts for 2022 and 2023 conference facility, which may or may not include separate catering, childcare, audiovisual vendors
- Secure lodging, negotiate room rate and room block for 2022 and 2023

Obligations after the conference

- Review final payments to hotel and presenters
- To submit a written final conference report to OCADSV

Other duties as assigned: Perform other duties as assigned by the supervisor. Along with other OCADSV staff, share in promoting solidarity, peer support, team problem solving, conflict resolution, and honest communication throughout OCADSV.

Qualifications:

Required Skills & Experience

The Oregon Coalition against Domestic and Sexual Violence is looking for a candidate

with demonstrated experience in conference planning and provision. Ideal candidates will have excellent organization and communication skills, the ability to envision and carry projects through to completion, and demonstrated sensitivity to and knowledge of issues involved in working with diverse populations and organizations.

We are a committed, passionate community of community-based domestic and sexual assault programs, staff/board, vendors, consultants, allied professionals, and public members. We would love to have you join our team.

Project compensation based on experience starting at 18,000. Project timeline to be determined upon hire. OCADSV annual conference is scheduled to run from October 2nd through 6th of 2022.

People of color and people from historically marginalized communities are strongly encouraged to apply.

THE OREGON COALITION AGAINST DOMESTIC AND SEXUAL VIOLENCE IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER COMMITTED TO WORKFORCE DIVERSITY.

Compensation:

Limited Duration Contract Employee

To Apply:**Submit a resume and cover letter.**

Please email your cover letter, resume, and supplemental question response essay by
DATE

jobs@ocadsv.org

*For more information on the Oregon Coalition Against Domestic & Sexual Violence, visit
www.ocadsv.org.*