

Presbyterians for Earth Care 2025 Conference Organizer Description

Conference Organizer Salary Range \$7,000 - \$9,000

- Lead Planning Team on conference Zoom calls and email discussions.
- Take and distribute notes on Planning Team meetings.
- Keep in touch with the PEC Steering Committee.
- Propose budget and timeline to the team (with help from PEC Coordinator and Treasurer).
- Keep Planning Team to timeline and budget and agenda.
- Act as main contact with facility (contract, space needs, bookstore).
- Act as main contact with Technology Coordinator.
- Works with PEC Coordinator to set up and facilitate registration (receive registrations, send confirmation and further conference information, track registration fee paid/needs/workshop choices/arrival departure info. in database, give information to various volunteers/teams as needed, track registration payment still due, be present at conference registration table for questions).
- Act as main contact with plenary speakers, special guest speakers.
- Make sure “letters of agreement” are signed and that honorariums/expenses are given as noted in the agreement (in coordination with PEC Treasurer).
- Keep overall vision in mind and make sure various tasks are getting done, especially the gathering of information for publicity pieces, conference brochure, and conference participant mailings. Work with PEC Coordinator on overall conference communications via emails, social media, website, etc.
- Post-conference mailing, if necessary.
- Post-conference compilation of evaluation data-- submit to PEC Steering Committee.
- Create an educational (one-page) resource to accompany each workshop.