



JOB DESCRIPTION

Nonprofit Conference Coordinator Internship

Responsible To: Agency Administrator and Executive Director

Nature of Work

This is an internship involving organizational skills, a high attention to detail and requiring independent decision-making in conference coordination, as well as in addressing the needs of presenters, attendees and conference site contacts. The intern in this position is the support person to both the Agency Administrator and the Executive Director for all details surrounding the successful planning and execution of the annual STRAPWA conference. The work involves maintaining a high-level of professionalism and competence while serving as the main point of contact for presenters, attendees and conference site contacts, composing and typing materials, tracking online ticketing through EventBrite, creating and maintaining the conference agenda through Sched, working closely with the agency's social media staff member to create a marketing calendar, and independently maintaining records and data management.

This is an excellent opportunity for anyone interested in event planning/coordination, marketing, community-based partnerships, hospitality/tourism management or public relations.

STRAPWA Conference Information

To respond to the demand for professional training and development of a multidisciplinary team approach to commercial sexual exploitation/sex trafficking around the county, Rebuilding Hope! Sexual Assault Center for Pierce County's Sex Trafficking Response & Awareness Program of Washington will be hosting its second annual national sex trafficking conference event for professionals who work with children, youths and adults who experience sex trafficking. The conference will provide top-level training across multiple tracks in order to meet the educational needs of a multidisciplinary team response to sex trafficking, including focus areas for mental health providers, clinicians, social work/service providers, advocates, first responders, law enforcement, prosecutors, judges, medical providers, forensic interviewers and community coalition mobilizers.

Tacoma/Pierce County, Washington professionals and community members have found it necessary that multiple opportunities to gain quality, up-to-date and diverse training every year be made available not only to professionals and community members from the Pacific Northwest, but also from across the United States. This conference aims to provide such an opportunity by welcoming nationwide responders to the country's sex trafficking problem in order to share valuable information across disciplines and to engage in ongoing networking in the hopes of forming a unified alliance to reducing and, ultimately, eliminating sex trafficking in our neighborhoods. We aim to ensure our workshops provide the most requested topics of interest and are instructed by the highest quality of trainers who are experienced and relevant to the current fight against sex trafficking.



Principal Duties and Responsibilities

- Conference Liaison: Responsible for pre-arrival conference preparations, including coordinating conference registration; staffing check in & out process; preparing guest welcome packets; finalizing room assignments, rosters and dining needs; and tracking deadlines for presenters.
- Department Coordination: Attend staff meetings to ensure staff is aware of specifics of the conference as well as any of their assistance needed. Responsible for scheduling the breakout session staffing.
- Conference Support: Manage event coordination for each day of conference, including conference directional signage; internet access and usage agreements; operation of AV equipment; room set up and ensuring all presenters' needs for their sessions are met.
- Administrative Responsibilities: Maintains up-to-date information in "SRAPWA Conference Binder" to include copies of contracts, any pertinent communications with presenters, attendees and conference site contacts, copies of receipts for supplies and swag, etc. Prepares and maintains accurate key, occupancy, meal and hotel-block records. Ensures that registration and lobby areas have necessary conference materials.
- Create, disperse, and track Conference Feedback Survey at end of conference via Google Forms.
- Other: Other duties as assigned.

Minimum Knowledge, Skills and Abilities:

- Associates degree or bachelor degree preferred;
- Previous experience in logistics, catering, presentation, customer service and/or marketing;
- Ability to interact and effectively communicate with staff, presenters, attendees and conference site contacts;
- Strong administrative and computer skills, including an intermediate knowledge of Microsoft Word, Excel, Adobe, Canva and Google Drive;
- Ability to organize several projects and tasks with multiple deadlines;
- Possess professional standards of conduct including a strong sense of ethics and confidentiality;
- Detail-oriented, professional and willingness to work well within a team environment;
- Demonstrate excellent oral and written communication skills;
- Must be eligible to work in the U.S. and pass a WA State Patrol Background Check.