



EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

OCALI

JOB DESCRIPTION

CONFERENCE/EVENT MANAGER

Minimum Qualifications:

- Associates degree or higher preferred or related training or experience
- Strong organizational skills
- Ability to communicate effectively in both oral and written form
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and board policies.
- Previous experience in working with both large and small events including conference and professional growth meetings
- Computer skills including the use of Microsoft Office Suite
- Knowledge of Apple technology preferred
- Ability to work within a team setting in order to successfully complete assigned projects

Note: This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

FLSA Classification: Exempt

Reports To: OCALI Executive Director and/or Senior Director: Strategy, Operations & Finance

Job Objectives:

To oversee all OCALI conferences and events including organization details, front end activities and conclusion activities, To work collaboratively with staff to ensure that conferences and events are successful and promote OCALI and its services

Responsibilities and Essential Functions:

"The following duties are representative of performance expectations: however, the list below is not ranked in order of importance."

- Develops conference organization and layout
- Maintains budgets for conferences
- Provides up to date information regarding the status of conference
- Manages details for the registration process
- Manages sponsorships for conferences

- Collaborates with OCALI staff in the organization and development of conferences and in-service events
- Provides up to date information to collaborating partners
- Coordinates with vendors for room rental, equipment, catering and other services as needed
- Develops information regarding the conference to be placed on OCALI's website to help advertise conferences
- Prepares folders for in-services and maintains files according to coordinators' or consultants' specifications and procedures
- Creates announcements, speaker confirmations, agendas, memos, registration forms, participant lists, evaluation forms, PDCH sign in forms, signs and nametags as needed
- Initiates and maintains all correspondence with speakers
- Arranges meeting space within and outside of OCALI
- Arranges hotel/lodging for participants and speakers
- Registers participants
- Assigns staff job responsibilities for each event
- Arranges audiovisuals and equipment for meetings
- Arranges meals and beverage functions
- Initiates and monitor wrap-up activities
- Prepares in-service wrap-up folders
- Prepares post event thank you letters, reviews services rendered and processes for payment when services are complete and processes money collected and payments to the ESC of Central Ohio
- Creates layout of OCALI newsletter including gathering articles for each edition
- Identifies and communicates with organizations, universities and individuals to promote activities to benefit children and youth with autism
- Attends meetings of other educational agencies and the Ohio Department of Education as needed
- Facilitates the development of collaborative relationships both within OCALI and with outside agencies and districts
- Assists with special grants and projects as assigned
- Supervises day-to-day activities of support staff including scheduling and setting priorities
- Develops, edits, locates and disseminates high quality products and materials
- Collects and analyzes meaningful data for reports
- Attends OCALI meetings as appropriate and assigned
- Maintains project procedures notebook
- Performs other specific job-related duties as directed by the Superintendent or his/her designee

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

Terms of Employment:

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

If applicable, it is the employee's responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.

January 2020