

**Release Date:** February 1, 2008

**Close Date:** April 1, 2008

## **POSITION ANNOUNCEMENT**

### **Conference Manager National Association for Career and Technical Education Information (NACTEI)**



**Position Summary:** The NACTEI Conference Manager is a part-time position that provides leadership in the organization, development and management of the organization's annual conference. The Conference Manager may be an individual or a non-profit entity that will report to the NACTEI Executive Committee. The Conference Manager assists in the selection of conference sites and is the lead negotiator of the contracts for the annual conference.

**Qualifications:** Candidates must effectively demonstrate knowledge and experience in the following areas: strong interpersonal and organizational skills; supervision, budget, and contract administration; and written and verbal communication skills. Candidates must also have the following minimum qualifications:

- Experience with coordinating conferences either on the local, state or national levels
- Experience with negotiation of sleeping rooms, meeting rooms and meal planning for large groups
- Working knowledge of MS Excel and MS Word
- Experience with mass mailings

**Additional Desired Qualifications:**

- Working knowledge of Career and Technical Education and the NACTEI organization
- Training and/or experience with web page design and development
- Familiar with meeting and convention planner organizations

**Major Duties and Responsibilities:**

- Coordinate the annual NACTEI conference under the supervision of the NACTEI Executive Committee
- Identify conference sites and negotiate contracts for sleeping rooms, meeting rooms, meals, and audio-visual for the annual conference. Sites are normally scheduled two years prior to the meeting date.
- Oversee meeting room assignments and arrangements for the sessions of the conference
- Negotiate and oversee the audio visual equipment needs for the conference
- Oversee the expenditures related to the conference in close cooperation with the NACTEI Treasurer and in reference with the conference registration numbers
- Coordinate with the NACTEI Executive Committee the advertisement of the conference
- Consult with the NACTEI Conference Planning Committee to assure that all presenters have adequate resources to present at the conference

**Compensation:** The Conference Manager will receive a stipend, office costs reimbursement and a portion of the NACTEI Conference receipts (including sponsors). NACTEI is looking for an individual or entity that is willing to provide support to the organization on limited resources.

**Application Procedure:** The application package consists of a letter that specifically addresses the position qualifications; a current resume; and a listing of references. Closing date is April 1, 2008. Screening of applications will begin immediately following the closing date.

**Mail application package to:** Richard Ledington, NACTEI Treasurer, PO Box 83720, Boise, ID 83720-0095. Any questions, please call (208) 334-3216 or e-mail [dledingt@pte.idaho.gov](mailto:dledingt@pte.idaho.gov).