



Convention Project Manager

FTE: .5 to .75
Reports to: Executive Director of Mennonite Church USA
Location: Any
Type of position: 12-month contract

Purpose

Responsible for coordinating the various aspects of the MennoCon 2023 process, managing logistics, giving continuity to convention operations, ensuring the event runs smoothly and within established budget parameters.

MennoCon Planning 40%

- Oversee small meetings and overall logistics for MC USA MennoCon 2023.
- Event planning, design, and production within time limits.
- Organizing facilities and details such as decor, catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional material, etc.
- Develop master schedules for convention including minute-by-minute reports, room set-ups, and usage schedules.
- Ensure convention supplies are loaded up onto trucks and transported to the convention site.

Leading and Coordinating 40%

- Supervise registrar.
- Coordinate convention worship planning meetings and logistics.
- Work with the registrar to make sure registration program/website is working properly and providing relevant and accurate reports.
- Recruit volunteer staff.
- Ensure proper supervision and support of volunteer coordinator staff.
- Supervise exhibit hall functions, coordinator and exhibitors to ensure they receive timely and accurate information regarding space and cost.

Convention Operations 20%

- Supervise onsite convention logistics.
- Manage hotel room blocks to reduce or eliminate any financial impact related to attrition.

Travel

- Multiple Convention Planning committee meetings.
- Exhibitor meeting.
- Occasional site visits.
- Occasional Convention Planning staff meetings.

Leadership and communication skills

- Ability to work as part of a team.
- Multi-task and self-manage. Adaptability and prioritization are imperative.
- Fluency in Spanish is a plus.
- Preferred Anti-racism training
- Preferred Healthy Boundary Training

Technical/Educational skills

- Bachelor's degree
- Project management or event planning experience
- Basic accounting
- Microsoft Office proficiency

August 30, 2022