

Meeting Planner (Consultant) Request for Proposals

Position Overview: The New York State Coalition Against Domestic Violence (NYSCADV) is seeking a detail-oriented and proactive Meeting Planner to join our team for planning and hosting our upcoming Prevention Summit on November 18-19, 2024. As the Meeting Planner, you will play a crucial role in ensuring the smooth execution of the event by providing support in various areas such as event setup, coordination, communication, and logistics. Your dedication and organizational skills will contribute to the overall success of the Summit.

Organization Overview: The New York State Coalition Against Domestic Violence (NYSCADV) is a nonprofit advocacy organization which serves as the information clearinghouse, primary point of contact, and resource center on domestic violence for the state of New York. NYSCADV's mission is to create and support the social change necessary to prevent and confront all forms of domestic violence. A recognized leader for over 45 years, NYSCADV works to ensure the provision of effective and appropriate services to survivors through community outreach, training, technical assistance, and policy development.

Event Overview: NYSCADV is hosting the 10th Annual Statewide Prevention Summit on November 18-19, 2024 at the Events Center at Rivers Resort & Casino in Schenectady, NY. The focus of the event is on exploring effective approaches to preventing intimate partner and sexual violence before it begins. The Summit will also include innovative community-based prevention strategies from local, statewide, and national perspectives.

NYSCADV is expecting up to 200 attendees, which will include domestic violence and sexual violence prevention educators and advocates from across the state of New York, youth advocates, coaches and athletic directors, school administrators and counselors, state government representatives, human services professionals, and individuals working to prevent domestic and sexual violence.

Consulting Timeframe: This is a temporary short-term project with an anticipated start date of August 1, 2024 – November 30, 2024. The Meeting Planner will work approximately 145 hours which will be remote with the expectation that the person will be onsite up to two days before and during the event on Nov. 18-19, 2024.

Key Responsibilities:

The Meeting Planner will:

- Maintain thorough and organized documentation for the event including schedules, vendor contracts, and attendee information.
- Collaborate with the event planning team to set up and tear down event spaces, ensuring all arrangements are in accordance with the event's design and requirements.
- Creatively decorate event spaces consistent with branding.
- Conduct testing of lighting and audio equipment prior to the event and troubleshoot during the event to ensure optimal functionality.
- Assist the event team by completing assigned tasks and providing on-site event support.
- Schedule presenters' sessions and coordinate their timing according to the event agenda with event organizers.

- Establish and maintain clear communication channels with presenters, ensuring they have the necessary information and resources for their presentations.
- Support presenters in making travel arrangements, securing accommodations, and addressing any logistical needs they may have.
- Collect and organize event materials, handouts, promotional items, electronic resources, and signage ensuring everything is readily available for attendees and presenters.

Ideal Meeting Planner:

The ideal Meeting Planner will possess excellent time management and communication skills, be well organized, detail-oriented, personable, flexible and customer-focused. The Meeting Planner will be a self-starter with ability to work independently, simultaneously manage multiple tasks, meet deadlines, and demonstrate excellent writing and editing skills. Candidates should also have experience with Microsoft products, Adobe, Canva, and event management software and tools. CMP preferred, with Bachelor's degree in event management or related field, 3+ years of proven experience in the oversight of multi-day professional conferences of over 200 attendees.

Desired Skills and Qualifications include:

- Strong attention to detail to ensure accuracy in event planning and execution.
- Proven experience in event setup and tear down, with a keen eye for spatial arrangements and design aesthetics.
- Technical proficiency in testing and operating lighting and audio equipment.
- Problem-solving abilities to address unexpected challenges during the event.
- Proficiency in time management to meet deadlines and manage event schedules.
- Ability to work collaboratively within a team as well as independently when necessary.
- Flexibility to adapt to changing event requirements and handle last-minute changes.

Physical Requirements:

The Meeting Planner must be able to stand and walk for long periods of time during the event, and lift up to 25 pounds.

Compensation:

Compensation is contingent on experience and will be up to \$81.25 per hour. Approximately 145 hours of work will be conducted between Aug. 1, 2024 - Nov. 30, 2024.

To Apply/Submit a Proposal:

Joining our team as a Meeting Planner for the Prevention Summit offers an exciting opportunity to contribute to a meaningful event that aims to create a positive impact. Your dedication and skillset will be essential in ensuring the Summit runs smoothly and successfully, leaving a lasting impression on all attendees.

Interested candidates should submit a proposal including relevant experience, skills and compensation requirements via e-mail to: nyscadvjobs@nyscadv.org

This consultant position will remain open until filled.

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