

ASM Conference Coordinator Position Job Description

Job Description:

The American Society of Missiology ([ASM](#)) is an inclusive and diverse academic and practitioner-scholar association made up of members from Independent (Evangelical, Pentecostal, etc.), Conciliar, Roman Catholic, and Orthodox communions of the Christian church. This unique guild provides a dynamic and lively exchange of ideas, issues, and scholarship focused on the church's call to participate in God's mission to the world.

ASM seeks to hire a Conference Coordinator who will coordinate the Annual Meeting, as well as support the Annual Meetings of the Association of Professors of Mission (APM) and the Academy for Evangelism in Theological Education (AETE). ASM seeks a qualified candidate who will work variable hours leading up to the ASM Annual Meeting in South Bend, Indiana from June 13-16, 2024. The Conference Coordinator (CC) will travel and work full-time for one week on-site in South Bend to run an in-person conference of approximately 300 attendees.

This annually renewable contract position starts at \$25/hour (commensurate with experience) with an opportunity for an hourly pay increase above \$25/hour based upon review. Principal and increasing hours are worked between December 1 and June 30, with variable hours worked between September and November as required to process final billing, prepare for Board meetings, and update the conference website. In this annually renewable contract position, the Coordinator would begin shadowing the current CC by December 31 taking on increasing responsibilities until serving as lead Coordinator by the 2024 Annual Meeting.

Qualifications & Skills:

- Experience in successfully planning, designing and organizing professional events, including negotiating for venues and services. Ability to, with short notice, resolve problems related to a conference venue, service, or other associated matters.
 - Demonstrated experience in working effectively in an international and multicultural setting. Ability to interact professionally with national and international speakers and attendees.
 - Working organizational skills, including effectively coordinating and organizing multiple details. Excellent organizational abilities appropriate to effective calendar management and volunteer scheduling.
 - Good interpersonal communication skills and strong written and verbal communication skills.
 - Good judgment and effective decision-making and problem-resolution skills, including skill to recognize and deal effectively and appropriately with real and potential problem areas, including skill to determine the issues/problems that need to be brought to the attention of the Board.
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- Ability to take initiative in working closely ASM, AETE, & APM during the planning process to manage every aspect of the event.
 - Ability to solicit, oversee and coordinate volunteer teams as solicited and assigned.
 - Work closely with President and 2nd VP to manage plenaries, worship, and parallel sessions.

- Competency to prepare final surveys, Board reports, conference analysis, review billing statements.
- Ability to liaise and advocate well between ASM needs and site host.
- Ability to work professionally under pressure and ensure excellent conference delivery.
- Skill to monitor financial activities and transactions and other fiscal responsibilities as they relate to events.
- Proficient in Microsoft Office, with an aptitude to learn new platforms and systems, including the WHOVA conference app.
- Ability to work independently and take initiative in a remote position.
- Ability to access the internet November 1 through June 30.
- Ability to work on-site for up to 3 days prior to the conference.
- Availability to attend the Annual Fall Board Meeting, as well as other Board Meetings as determined throughout the calendar year.
- Must be able to work a flexible schedule to meet event needs.

Education & Experience Requirements:

- B.A. Degree
- Preference for Doctoral Students/Ph.D. Candidates or Masters Students in Mission Studies or Cognate Fields
- The ideal applicant will have a demonstrated record of planning and executing events, such as speaker series, lectures, or small to mid-scale consultations.
- The ideal applicant will be able to commit to this position for up to 3 years, based on annual conference evaluations and Board reviews of performance.

Work Hours & Benefits:

- \$25/hour commensurate with experience
- Travel, room, board and fees associated with attending the Annual Board Meeting (October) and Annual Conference (June) are paid or reimbursed by ASM
- Per diem for the week of the conference for food and transportation

TO APPLY

Please fill in the required information and attached the following required documents: 1) a cover letter, 2) a CV/resume, and 3) two letters of recommendation at the following: [ASM CONFERENCE COORDINATOR JOB APPS.](#)

DUE DATE: November 15, 2023

Questions may be directed to ASM First Vice-President Bill Gregory, William.gregory@clarke.edu

DETAILED LIST OF RESPONSIBILITIES

1. Oversee and Coordinate Logistics

- a. Facilities

- i. Coordinate room reservations with host venue: secure enough (and suitable) rooms for plenary sessions, breakout sessions, meetings, vendor displays, etc.
 - ii. Assign room numbers for activities
 - iii. Request setups for each room in use
 - iv. Request all necessary A/V equipment
 - v. Music: assist with identifying guest musicians, renting music equipment as needed
 - vi. Vendors: collect registrations and request tables etc. for them; communicate with vendors about how to ship their materials to host venue. (Worship coordinators should be encouraged to submit their plans by March to allow time to arrange rentals.)
 - vii. Work with ASM, APM, and AETE presidents to finalize the schedule for each conference event
- b. Catering
 - i. Arrange for boxed lunches: Sunday, some mealtime meetings as needed
 - ii. Coordinate menu for ASM reception Friday evening
 - iii. Coordinate menu for APM reception Thursday evening
 - iv. Coordinate with dining hall/catering to accommodate dietary restrictions
 - v. Coordinate beverage service: coffee, tea, water in plenary rooms/hallways
- c. Conference packets
 - i. Prepare/collect/edit materials for conference packets (conference schedules, campus maps, etc.)
 - ii. Arrange to have packet materials printed and stuffed in folders
 - iii. Arrange to have other materials printed (e.g., board and business meeting agendas)
- d. Travel/arrivals
 - i. Coordinate late key pick-ups for those who arrive after registration closes (if applicable; our current conference venue permits 24/7 check-in to on campus housing)
 - ii. Create visa support letters for international attendees; coordinate with ASM president/VP to sign
 - iii. Support attendees in coordinating carpools

2. Manage the Parallel Paper Sessions Process

NOTE: (*Conf. coordinator collaborates with the ASM 2nd VP and Parallel Sessions Coordinator to evaluate paper*)

- a. Call for Papers
 - i. Assist president in developing CFP text
 - ii. Coordinate with Samantha Doar to send CFP to ASM listserv
- b. Paper proposal submissions and review
 - i. Create paper & panel proposal online submission forms
 - ii. Collect paper & panel submissions
 - iii. Read and evaluate each paper and panel proposal (2nd VP does this, too); in conversation with 2nd VP and Parallel Sessions Coordinator, decide which proposals to accept/reject
 - iv. Send acceptance and rejection notifications

- c. Parallel Paper Sessions
 - i. Create schedule of parallel paper presentations, including both proposed panel sessions and independent paper submissions (create topical groupings of independently-submitted papers where possible)
 - ii. Identify and assigned moderators for each parallel paper session
 - iii. Communicate expectations for parallel sessions to presenters and moderators
 - iv. Respond to presenters' queries
 - v. Create and post schedules for each parallel session room

3. Manage Registration

- a. Manage registration system via WHOVA (if hosting venue does not offer registration services)
 - i. Respond to inquiries about registration process
 - ii. Process registration refunds as appropriate (or communicate with host institution to see that refunds are processed as agreed, if the venue offers registration services)
- b. Manage on-site registration: check-in, distribute packets, distribute meal cards/tickets
- c. Assess registration, dining, and housing fees annually to track revenues/expenses in order to make recommendations to the Board for future changes

4. Communications

- a. Organize and launch WHOVA schedule and data 1-month then 2 weeks in advance of Annual Meeting
- b. Attend ASM Board of Directors meetings and provide input as needed and requested
- c. Coordinate with Samantha Doar and ASM Secretary to send reminder/info emails to ASM listserv: call for papers, conference registration links, reminder to register, info for conference attendees, etc.
- d. Send and update webpage content (e.g., registration info, conference theme statement) and documents (e.g., conference schedules) to Samantha Doar to post on ASM website
- e. Serve as primary point of contact between ASM and host venue staff
- f. Serve as primary contact for conference participants: Respond to participants' questions about schedule, arrivals, travel arrangements, etc.
- g. Coordinate with president and secretary to create list of announcements to be made during plenary sessions
- h. Administer post-conference survey
- i. Review post-conference billing and coordinate payout from/balance due to host institution
- j. Work with ASM Treasurer to identify conference-related costs in preparation for Fall Treasurer's report
- k. Coordinate payments for those who helped with the conference (e.g., guest musicians)