



Conference Coordinator

Housing Assistance Council

1025 Vermont Avenue, Suite 606

Washington, DC 20005

www.ruralhome.org

HOUSING ASSISTANCE COUNCIL

The Housing Assistance Council (HAC) is a national nonprofit dedicated to helping local organizations across rural America build affordable homes and vibrant communities. To accomplish our mission, HAC provides its partners with technical assistance, training, and below-market financing to build affordable housing. We also maintain a prominent role in developing national housing policy, informing Congressional action, and publishing research. Our emphasis is on helping the poorest of the poor in the most rural places, particularly regions and populations with high needs: Native American communities, the Mississippi Delta, farmworkers, the southwest border colonias, and Appalachia.

POSITION DESCRIPTION

The Conference Coordinator is a full-time, temporary position that will work collaboratively with and serve as the immediate backup to the Director of Training and Technical Assistance to support the successful management and delivery of HAC's 2021 National Rural Housing Conference.

PRIMARY RESPONSIBILITIES

The Conference Coordinator will be responsible for supporting every part of event preparation and evaluating success afterward. As the Conference Coordinator, excellent communication and attention to detail are vital, as our success depends on maintaining and exceeding our established standard of excellence. Specifically, the Conference Coordinator work directly with the planning staff to coordinate and support session and event activities, marketing, registration, and overall event logistics. Proven experience in conference and/or event planning to include logistic coordination.

The ideal candidate will possess strong communication skills, a high standard of professionalism, and come with excitement and diligence, along with the following:

- Two-year degree with a minimum of two years related conference and/or event planning experience.
- A friendly disposition with the ability to cultivate relationships and collaborate with team members.
- Detail oriented with the ability to multi-task.
- Ability to effectively communicate information in one-on-one and small group situations.
- Ability to read, analyze, interpret, and process common invoices/billing documents.
- Ability to perform under pressure, concerns while maintaining a professional demeanor.
- Proficient in Microsoft O365, or other CRM database.

COMPENSATION AND BENEFITS

HAC offers competitive wages, benefits, and growth opportunities consistent with industry standards. Flexible benefits packages include health insurance; life and other insurance; financial benefits, to include a retirement plan with partial employer match; time off; and work/life benefits, to include education assistance. Salary range is \$45,000 to \$52,000 per year, depending on qualifications.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

This position will operate in a professional office environment, travel is not required. The physical demands described in this section are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

- This role routinely uses standard office equipment such as computers, phones, photocopiers, printers, filing cabinets, and fax machines.
- This role routinely uses the English language to engage with internal and external stakeholders by phone, email, and in person. Employee is expected to be able to accurately exchange information with these stakeholders.
- The employee must be able to lift, up to, 15 pounds at times.
- Occasional evening and weekend overtime required.

EQUAL OPPORTUNITY EMPLOYMENT INFORMATION

HAC is an equal opportunity provider and employer. HAC does not discriminate in hiring or employment practices based on race, color, ethnicity, gender, national origin, age, religion, sexual orientation, disability, marital or familial status, ancestry, or status as a veteran. HAC is committed to maintaining a multicultural work environment. Women and minorities are strongly encouraged to apply.

TO APPLY

Please email a resume and brief cover letter (along with salary requirements) to jobs@ruralhome.org with “Conference Coordinator” in the subject line. Applications considered as received, with interviews starting immediately.

Position Title	Conference Coordinator
Reports to	Director, Technical Assistance & Training
Business Unit	Training & Technical Assistance Division
Location	Various
FLSA Status	Exempt
Employment Status	Full-time, Temporary
Supervisory Responsibility	None
Telecommuter Status	Position is eligible for telecommuting.