



TITLE: Conference Planner

REPORTS TO: Director, Conferences & Events

JOB SUMMARY:

Join a small and collaborative team at the Merchant Advisory Group as a Conference Planner. Provide assistance in planning conferences and meetings. Planner will leverage their knowledge of conference planning and provide support to MAG Staff and the Engagement Committee who are responsible for the MAG's growth and conference initiatives.

The conference planner will possess exceptional skills in the following areas: oral & written communication, customer service, time management, attention to detail, follow through, prioritization, conference logistics & planning and management of multiple projects simultaneously.

DUTIES AND RESPONSIBILITIES:

SPEAKER MANAGEMENT

- Conduct outreach to procure speakers as determined by the MAG's Leadership and Engagement Committee.
- Manage fast-paced speaker process to ensure speaker preparedness and timelines are met. This includes confirming speakers, scheduling and managing speaker meetings and calendars, and ensuring speaker registration, agreements, bios and photos are received and processed.
- Track progress of speaker and guest requirements and proactively follow-up as needed to ensure completion.
- Provide overall support to speakers and their staff as well as guest inquiries.
- Assist with receiving and reviewing PowerPoints for the conferences from external speakers, support preparation of internal PowerPoints.

CONFERENCE PLANNING

- Use conference-planning experience and creative ideas to contribute to overall conference management and smooth execution.
- Support conference sponsorship execution including management of all facets of virtual and/or in-person exhibit halls.
- Coordinate with staff on AV and space logistics to ensure accurate communication to speakers and staff.
- Manage additional tasks and projects prior to and following conferences as required.

COMMUNICATIONS

- Manage conference communications process including maintaining communication calendar and drafting regular conference-related communications for review and publication.
- Collaborate with staff to ensure timely delivery of conference content required for marketing collateral.
- Manage conference website and all ongoing updates.

OTHER

- Manage conference surveys including drafting and executing.
- Develop and execute conference mobile app
- Optional: attend monthly board meetings held via conference call as well as three in-person board meetings to support staff with notes, planning, and logistics.

POSITION REQUIREMENTS

- **No more than 2 to 4 years of experience** in conference or event planning
- Associate's or bachelor's degree
- Excellent verbal and written communication skills
- Attention to detail and follow through is required
- Ability to manage multiple priorities on a timely basis
- Excellent skills with Microsoft Office Suite, including Word, Excel, PowerPoint
- Ability to manage and deliver on tight deadlines
- Self-starter and strong prioritization skills
- Top-notch customer service
- Handles ambiguity well
- Strong collaborator
- Experience with event management systems (such as Cvent, iMIS, CTE, etc.), a plus
- Experience with communication management systems (such as Constant Contact, Informz, Mail Chimp, etc.), a plus.
- Experience with analyzing conference analytics; proficiency with Survey Monkey a plus.
- Experience with virtual and/or hybrid events, a plus.
- Occasional travel is required for MAG conferences and other meetings

JOB TYPE – Full-Time

LOCATION – Remote

APPLICATION

All interested candidates should send resume and salary requirements to **MAG Director of Conferences and Events**, [Andrea Rouse](#)

About the MAG

The Merchant Advisory Group (MAG) was founded in 2008 by a small visionary group of merchants in the payments field dedicated to driving positive change in payments through multi-stakeholder collaboration. The MAG represents 165 of the largest U.S. merchants which account for over \$4.8 Trillion in annual sales at over 580,000 locations across the U.S. and online. Roughly \$3.5 Trillion of those sales and over 100 billion card payments are electronic which represents approximately 62%* of total U.S. card volume. MAG members employ over 14 million associates.

The Merchant Advisory Group is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, sexual orientation, gender identity, national origin or ancestry, age, disability or veteran status or other protected status.