



**TITLE:** Conference Planner

**REPORTS TO:** Director, Conferences and Events

**JOB SUMMARY:**

Join a small and collaborative team at the Merchant Advisory Group as a Conference Planner. In this role, you will provide assistance in planning conferences and meetings for merchant payment professionals. 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 Planner will possess exceptional skills in the following areas: oral and written communication, customer service, time management, attention to detail, follow through, prioritization, and conference logistics, including planning and management of multiple projects simultaneously.

**DUTIES AND RESPONSIBILITIES:**

SPEAKER MANAGEMENT

- 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.
- Conduct outreach to procure speakers as determined by the MAG's leadership and Engagement Committee.
- 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 PowerPoints for the conferences. This includes managing receipt of speaker PowerPoints and preparing internal PowerPoints. Excellent follow up skills required.

CONFERENCE PLANNING

- Use conference-planning experience and creative ideas to contribute to overall conference management.
- Work closely with conference planning team on all conference logistics and program management.
- Collaborate with MAG staff in coordination of meetings and programs they manage for the Conference.
- Support leadership on conference related project management efforts including providing conference details as it relates to strategic planning.
- Collaborate with staff to ensure timely delivery of conference content required for marketing collateral.
- 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.

## COMMUNICATIONS

- Effectively communicate with members, prospective members, sponsors and prospective sponsors accurately and on a timely basis.
- Assist with conference-related communications to all members and sponsors.
- Option to 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**

- 2 to 4 years of experience in conference or event planning is required
- Associate's or Bachelor's Degree preferred
- 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 conference analytics, 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.