



## CONFERENCE COORDINATOR POSITION

### Job Title: Conference Coordinator

**Organization:** School Social Work Association of America (SSWAA)

**Reports to:** Executive Director

**Status:** Contract (8 hours/week) | Remote

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### Position Summary

The School Social Work Association of America (SSWAA) is seeking a detail-oriented and organized **Conference Coordinator** to join our dedicated team. This individual will lead the member-facing components of SSWAA's National Conference including online registration, social media publicity, and overall event promotion. The ideal candidate is organized, responsive, and highly collaborative, with strong communication and problem-solving skills. This role is vital to SSWAA's mission to support school social worker attendees nationwide.

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### Key Responsibilities

#### Pre-Event Coordination

- Serve as the lead coordinator for event registration.
- Ensure proper set-up in conference App.
- Support registration process, invoicing, and communication with registrants.
- Support event planning in collaboration with other association staff.
- Create materials and promote the event via social media, member communications, and blog posts in collaboration with other association staff.
- Respond to registrants' inquiries in a timely, supportive manner and provide ongoing assistance.

#### During Event Coordination

- Oversee the set up and facilitation of attendee registration.
- Coordinate volunteers and students during event.
- Answer attendee questions and troubleshoot issues that occur onsite.

#### Post-Event

- Follow up with any outstanding attendee registration issues.
- Support the collection of evaluation data.
- Support post-event communications with attendees.

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### Requirements

- Reliable home office setup with internet, phone access, and personal transportation.
- Strong written and verbal communication skills.

- Demonstrated ability to work independently and as part of a team.
  - High comfort level with technology and ability to learn new systems quickly.
  - Commitment to collaboration and responsive communication.
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### **Compensation & Benefits**

- **Contract fee:** \$275 per week / \$3300
  - **Duration:**
    - Approximately 8 hours per week
    - 12-week contract (through December 12) / Renewable for another 10 weeks in 2026
  - **Other Benefits:**
    - Remote work environment
    - Flexible hours (with supervisor approval)
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### **Travel Expectations**

- If travel is required, it will be fully reimbursed according to SSWAA's travel policy.
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### **Accountability**

The Conference Coordinator reports to the Executive Director and collaborates regularly with other staff including the Associate Executive Director and Director of Marketing.

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### **To Apply**

Please send a resume and cover letter to [contactus@sswaa.org](mailto:contactus@sswaa.org) by **August 13, 2025**.