

## **JOB ANNOUNCEMENT**

### **WPSA CONFERENCE AND MEMBERSHIP COORDINATOR**

Location: Remote

Position Title: Conference and Membership Coordinator

Company Name: Western Political Science Association

Job Function: Conference Planning / Member Relations

Supervisor: Executive Director

Job Type: Regular, year-round, part-time position with seasonal variations

Required Travel: 4 to 5 trips per year

Salary: Salary commensurate with experience

#### **About the Western Political Science Association**

The Western Political Science Association (WPSA) is a 501c3 non-profit educational association of more than 1250 political scientists. The purpose of the association is to promote the study and teaching of government and politics, to foster research, and to facilitate the discussion of public affairs. The WPSA conducts an annual conference at sites which rotate throughout the western United States and Canada. Approximately 1,100 to 1,300 political scientists participate in these meetings, which feature more than 250 panels and other special sessions on politics. The association publishes two journals and a biannual newsletter, and offers online scholarly events throughout the year. The association has a strong culture of supporting diversity, inclusiveness, and equity, and has a friendly environment. Learn more at [www.wpsanet.org](http://www.wpsanet.org).

#### **Primary Responsibilities**

The WPSA Conference and Membership Coordinator (CMC) is the lead staff person responsible for planning and managing the logistics of the association's annual conference held in March or April. These responsibilities include keeping members informed on conference deadlines and activities; scheduling all conference events; working with hotel staff and exhibitors; coordinating audiovisual and other equipment; arranging for catering; and handling other activities that are associated with the conference. The CMC is routinely the first contact with members and non-members, assists with membership-related issues, and oversees membership records. The CMC also provides some limited support to the organizers of the virtual events that meet occasionally throughout the year. This is generally a remote position, though it requires travel usually four or five times per year. This travel is to the association's annual conference, the American Political Science annual conference, and two to three hotel site visits. The CMC reports to the WPSA Executive Director, but works closely with others involved in organizing the conference and association leaders.

#### **Key Responsibilities**

- Lead staff person responsible for planning the logistics of the association's annual conference, including participant registration, event scheduling, conference database management, pre-conference events, and printing of program.
- Serves as main staff point of contact for event attendees, including answering registration questions, responding to on-site issues, and handling event follow-up.
- Works closely with others involved in the conference planning to ensure a successful event, including the program chair, the section chairs, and the local arrangements team.
- Schedules and participates in summer and winter site visits with conference planning team and hotel staff.
- Works with communications team on keeping members informed about the conference, including emailing notices to members about deadlines and special events; and updating website.
- Works with the workshop and mini-conference coordinators in scheduling their events and arranging catering orders.
- Works with hotel in confirming use of all rooms, audio visual needs and catering.
- Coordinates delivery, set up, and tear down of audio/visual equipment with WPSA staff at annual meeting.
- Responsible for managing activities on-site, including supervising AV staff and student volunteer, overseeing on-site registration, and problem solving
- Works with exhibitors, mailing invitations to exhibit, making arrangements for exhibitor booths, and handling exhibitor contracts and fees.
- Oversees membership records, including working with bookkeeper in handling payments and conference accounting.
- Attends Executive Council meetings to provides reports on conferences and membership.
- Provides membership information to the organizers of the virtual events held at different times throughout the year.
- Works with Executive Director in selecting meeting sites, including preparing initial contact documents with the Visitor and Convention Center, making initial contact with site hotels, making arrangements for site visits, and participating in site visits.

## **Requirements**

This is a permanent part-time year-round position. The job offers flexible work hours and a good work/life balance. The demands of the job come in waves, with a heavy workload in the months leading up to the annual conference. Work is slower in other months, especially June and July. This is a remote position, with the exception of travel and occasional in-person meetings with WPSA leadership.

## **Preferred Background**

- Demonstrated experience in conference or event planning, or equivalent, strongly desired.
- Demonstrated ability to collaborate with others, but also work independently.
- Demonstrated strong time management skills, including meeting deadlines.
- Demonstrated familiarity with Zoom, Conference Management Software, and other applications strongly desired.
- Strong people skills and the ability to work with individual association members in a positive manner.
- Detailed oriented while being able to handle multiple moving parts simultaneously.
- An understanding of not-for-profit 501c3 organizations.
- High School diploma or GED equivalency and two years of office experience, or two years of post-secondary education.
- Some understanding of Political Science.
- The person hired needs to be supportive of a strong culture that promotes equity, diversity, and inclusion.

### **Application Materials and Deadlines**

Application materials received by August 8 will receive priority consideration. Position will remain open until filled.

An application packet should be submitted to Richard Clucas, WPSA Executive Director, at [hprc@pdx.edu](mailto:hprc@pdx.edu).

The packet should include:

- A cover letter connecting your experiences to the responsibilities of the position.
- A resume detailing event planning, higher education, and any other relevant experience.
- Name and contact information for three references.

A more complete job description is available on request.

The anticipated start date is September 6, 2022.

The association particularly encourages women and minoritized candidates to apply.