



# Conference Coordinator

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## SUMMARY OF THE JOB

The Conference Coordinator is responsible for managing the Higher Things conferences. This includes coordinating staff/volunteers, managing site agreements, and programming logistics for the summer conferences from inception to end. The Conference Coordinator reports to the Executive Director of Operations and works in partnership with the other members of the Higher Things team.

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### IMPORTANT THINGS YOU WILL DO

- Oversees details of campus arrangements for each conference program, arranging and facilitating meetings with key partners to coordinate conference activities.
- Understands and ensures compliance with Higher Things policies during conferences and throughout the conference planning cycle.
- Maintain all plans for the summer conferences before, during, and after the event.
- Serve as the direct supervisor of the summer conference staff on site, in cooperation with the other Events staff.
- Manage the truck load out and load in.

### YOU SHOULD HAVE...

- A deep love and understanding for the mission of Higher Things.
- Previous experience in the event industry.
- Flexibility in your schedule and ability to prioritize and triage
- Willingness to proactively problem-solve
- Proficient writing skills
- Familiarity with or willing to learn various software programs for program implementation (Airtable; WhatsApp; Google Docs; etc.)
- A history as a successful leader with the ability to inspire and influence others with a high level of energy, enthusiasm, and creativity coupled with a “can do” attitude. A self-starter team player.
- An active membership in good standing of an LCMS congregation or congregation in full altar and pulpit fellowship.

### What to Expect

As a youth ministry organization, our primary goal is to serve the youth as well as those who serve them. All the projects that we do support our mission. We are and have always been a completely virtual organization. We don't micromanage; We expect that assigned projects will get done on time because others' work depends on us to keep things on schedule.

**Email resumes to:** [events@higherthings.org](mailto:events@higherthings.org)

### Hours

This position is a three-quarter time, contract position.

### About Higher Things

The mission of Higher Things is to make the Gifts of Christ Jesus known to youth and young adults.