

Job Description

Local Arrangements Coordinator (LAC)

The Local Arrangements Coordinator (LAC) will be responsible for assisting the CSSE (Canadian Society for the Study of Education) Conference Manager with the delivery of CSSE's 50th annual conference, to be held online as part of Congress 2022. The LAC will be interacting with a number of people from across the country.

Qualities:

An ability to work in and with a team. The LAC will be part of a team and will interact with other teams throughout the work cycle.

Conflict resolution skills are valuable. The LAC will need to resolve challenges in preparing for the event and on the ground during the event.

An understanding of the mandate and structure of the CSSE.

Requirements:

The LAC will require strong organizational, communication, collaboration, problem solving, and some technological skills.

The LAC will need to use or develop ways to track information across many mediums, including conversations/changes involving multiple stakeholders. Their record-keeping must be exemplary.

The LAC will need to be able to collaborate - working together to solve mutual problems.

The LAC will be required to possess some technological skills, particularly a good knowledge of Excel and Zoom. Database management will be a valued asset.

Report to the CSSE Conference Manager.

Priority will be given to graduate student members of CSSE.

Tasks:

Assist with the booking of catering for the conference.

Assist with the booking of audio-visual for the conference.

Assist with the coordination of volunteers for the conference.

Assist with the assignment of rooms for the conference.

Assist with the organization of the programme committee meetings.

Assist during the on-site conference at the host university.

Compensation:

Commensurate with experience. Range \$33 to \$40 per hour to a maximum of \$6,000 for the complete project.

Application:

Please submit your expression of interest and relative experience in a letter to Michael Holden, Conference Manager, at conference-congres@csse-scee.ca and Tim Howard, Director of Administration, at tim_howard@csse-scee.ca by 17 January 2022.