



August 31, 2022

## **Job Advertisement: Conference Coordinator, International Association for Great Lakes Research**

Deadline: To ensure consideration, apply by September 19

**The International Association for Great Lakes Research (IAGLR) is seeking to hire a conference coordinator to lead the logistics of the association's annual Conference on Great Lakes Research.** The conference is held in locations in the United States and Canada, usually within the Great Lakes basin states and provinces. The conference coordinator will work remotely and is responsible for developing operational plans and coordinating duties with the local organizing committee, vendors and contractors, and with the IAGLR staff and committee involved with the conference. A trusted and dependable team player, the conference coordinator thrives in a dynamic environment, managing short-term imperatives and long-term needs. The ideal candidate is passionate about the Great Lakes and will enable a successful and fun conference for conference participants.

### **Compensation and duration of the position**

The conference coordinator will be paid \$50/hr for documented hours worked plus reimbursement for allowable expenses incurred in the performance of the job duties; total payment to the Coordinator will not exceed \$35,000 without prior written approval by the board.

This compensation is based on one conference per year and a 12-month contract, and it will be prorated if the contract term differs from one year. If a contractor rather than an employee is hired, no federal, state, or local income or other payroll tax will be withheld or paid by IAGLR.

IAGLR intends to create a permanent position for the conference coordinator and such option will be evaluated at the end of the 12-month contract, depending on performance and funding availability.

## **Main Duties**

Reporting to the IAGLR conference committee and IAGLR staff, the conference coordinator is expected to conduct the following tasks:

1. Travel to conference site for initial consideration and follow-up (as necessary).
2. Coordinate up to 15 routine calls per year with site conference organizing committee and IAGLR Conference Committee (coordinate scheduling, take notes, and follow up).
3. Use IAGLR's conference management software (Confex) to manage conference tasks, including program and registration.
4. In coordination with the IAGLR communication director and the Site Conference Program Committee, prepare and advertise call for sessions and abstracts.
5. Oversee selection of sessions and abstracts with Site Conference Program Committee (with approval and/or assistance from IAGLR Conference Committee).
6. Work with IAGLR business manager to develop and oversee conference registration for participants.
7. Prepare and oversee conference budget. Report to IAGLR business manager and treasurer and provide periodic updates to the Board of Directors.
8. Coordinate conference activities with IAGLR staff and board members (executive director, business manager, communication director, secretary, president, treasurer, and conference committee co-chairs).
9. Work with IAGLR staff and local hosts to establish exhibit rates (for board approval), to identify onsite space/logistics, and to prepare exhibitor solicitation plan (that includes overall fundraising opportunities).
10. Work with IAGLR staff and local hosts to develop conference program and coordinate other relevant printed materials (name badges, registration packets, etc.).
11. Coordinate room logistics, A/V equipment, and catering with IAGLR staff and Site Conference Committee.
12. Attend conference (up to five days on site). Travel can be reimbursed by IAGLR with receipts.
13. Host post conference update with site and IAGLR conference committees, review/approve expenses submitted to treasurer for payment, and assist IAGLR business manager to finalize the expense and income reports.
14. Prepare summary reports on conference coordinator activities for fall, winter, and spring IAGLR Board of Director meetings and attend meetings as directed.
15. In 2023, begin planning for annual conference in 2024.

## **To Apply**

To be considered for this position, please send a resume, names and contacts for two references, with a cover letter describing past experience relevant to this position. The application package should be sent to the IAGLR Executive Director Jérôme Marty at [jmarty@iaglr.org](mailto:jmarty@iaglr.org).

Applicants are encouraged to apply by September 19. Only selected applicants will be contacted for an interview.

## **About IAGLR**

[IAGLR](#) is a scientific organization composed of researchers studying the Laurentian Great Lakes, other large lakes of the world, and their watersheds, as well as those with an interest in such research. IAGLR members encompass all scientific disciplines with a common interest in the management of large lake ecosystems. IAGLR's vision is to promote and foster a peaceful world in which large lake ecosystems are valued and healthy; where these ecosystems inspire curiosity, awe, love and respect, and stewardship in all people. To achieve this vision, IAGLR is an equal opportunity employer, committed to a diverse and inclusive employee and volunteer workforce that is united by a passion for Great Lakes research. All employment decisions at IAGLR are based on business / organizational need, job requirements, and individual qualifications and performance without regard to race, color, religion, gender identity or expression, sex (including pregnancy), sexual orientation, national / ethnic origin, marital status, past or present military service, medical history, genetics, or disability. IAGLR commits to full compliance with employment laws in locations where it operates.