



**National
Consumer Law
Center**

*Fighting Together
for Economic Justice*

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NCLC.ORG

Manager of Conferences and Trainings

The National Consumer Law Center® is seeking a ***Manager of Conferences and Trainings*** in our *Boston* office. The Manager plans, coordinates, and executes multi-day conferences, training workshops, webinars and special events for consumer attorneys and advocates that are held onsite, offsite, and on the web. This position is responsible for all aspects of each conference from sourcing and signing vendor contracts, to marketing and communication, agenda creation, scholarship selection, and sponsorship fundraising. These responsibilities also include being onsite and managing the conferences or trainings as they take place.

The National Consumer Law Center (NCLC), a national nonprofit organization, works for economic justice for low-income and other disadvantaged people in the U.S. through policy analysis and advocacy, publications, litigation, and training. NCLC's talented staff work with nonprofit and legal services organizations, private attorneys, policymakers, and federal and state government and courts across the nation to stop exploitative practices, help financially stressed families build and retain wealth, and advance economic fairness. For more information about our work visit www.nclc.org.

RESPONSIBILITIES:

Core responsibilities of the Manager of Conferences and Trainings position include:

- Plan, manage and implement all aspects of NCLC's conferences and trainings, including the Consumer Rights Litigation Conference (CRLC), which with nearly 1,000 attendees is the nation's leading annual gathering of consumer attorneys and advocates.
- Set goals and establish plans for the continued growth and success of all events
- Manage venue selection for conferences including the negotiation of contracts, vetting of locations, and management of room blocks.
- In collaboration with NCLC advocates, plan curriculum and manage speaker relationships.
- Communicate directly and regularly with speakers regarding deadlines and requirements.
- Institute and execute conference marketing schedules, including print materials, emails, social media posts, and website updates.
- Work with colleagues to create sponsorship/exhibitor packages, secure sponsorship support, and manage sponsor relationships.

- Work with advocates to plan, market, execute and follow up on webinars for consumer attorneys.

QUALIFICATIONS:

- Bachelor's degree or an equivalent combination of education and experience required. Additional training, including a certificate in hospitality or event management, is beneficial.
- Minimum of 3 years event management experience, with heavy emphasis on large-scale event planning.
- Strong computer proficiency including MS Word, MS Excel, and Google Docs/Sheets/Forms required.
- Strong fundraising database knowledge and experience highly preferred.
- Ability to and interest in working independently with a high level of responsibility, as well as effectively collaborate with NCLC colleagues and members of the larger consumer law community.
- Strong interpersonal, customer service and relationship-building skills.
- Drive and desire to improve systems and structures to improve efficiency for staff and the experience of conference attendees.
- Demonstrated commitment to working on behalf of vulnerable and disadvantaged people, families and communities.

To apply, email your resume and cover letter to careers@nclc.org, Subject Line: *Manager of Conferences and Trainings*. No phone calls, please.

Position open until filled, but we aim to fill it quickly so applications are strongly encouraged by *February 29, 2020*.

Salary and benefits: Highly competitive salary, commensurate with experience, and outstanding benefits including employer paid medical, dental, life and disability insurance, as well as pre-tax savings plans, a retirement savings opportunity, and generous paid time off including holidays, sick time, personal time, parental leave, and 4 weeks of vacation per year.

The National Consumer Law Center is an Equal Opportunity and Affirmative Action Employer, and encourages applications from all qualified individuals without regard to race, color, national origin, religion, sex, gender identity, sexual orientation, age, disability or veteran status, or to other non-work-related factors.