**CONFERENCE ADMINISTRATOR**  
Genesis and the Conference on Crimes Against Women has an immediate opening for a Conference Administrator. This full-time position provides professional support to the Conference and reports to the Director of Communications and Operations of the Conference. Working closely with the Conference team, the Conference Administrator is a key team member providing comprehensive administrative support, customer service, marketing assistance, Conference coordination, technical support, and project management.

**Essential Responsibilities:**

**Administrative:**

* Manage general communications, correspondence, customer service inquiries, and mail
* Assist in ongoing operations of the conference, through work on the registration on-line platform including the mobile app, and provide training to others.
* Provide on-site assistance during the actual Conference – must be present at the Conference
* Assist with grant writing as needed

**Marketing & Collateral:**

* Assist with all aspects of CCAW’s social media presence.
* Assist in all aspects of marketing and outreach to potential attendees, sponsors, exhibitors, and speakers including website, newsletters, eblasts, mail outs, etc..

**Qualifications:**

**Required:**

* Bachelor’s Degree
* 1-2 years of professional experience in communications, marketing, or customer service
* High degree of proficiency and comfort level in Microsoft Office and computer systems, generally.
* Ability to work under deadlines
* Ability to effectively communicate, both verbal and written, with donors, volunteers, coworkers and Conference attendees
* Ability to build and maintain relationships and work through sometimes delicate “customer service” issues
* Committed team player
* Self-starter
* Ability to problem solve

**Preferred:**

* Strong creative writing skills
* Experience with grant writing
* Experience in marketing and public relations
* Experience working with social media platforms in a professional capacity
* Experience with advertising on social media platforms
* Experience working with event registration software
* Experience working in the back-end of websites