

**Position Announcement: CONFERENCE COORDINATOR**  
**Location: Madison, Wisconsin**

Wisconsin Wetlands Association is looking for an experienced Conference Coordinator with proven complex event planning and implementation skills. Wisconsin Wetlands Association is a 501(c)3, statewide non-profit organization dedicated to the protection, restoration, and enjoyment of wetlands through science-based programs, education, and advocacy. More information at [wisconsinwetlands.org](http://wisconsinwetlands.org).

**Job Summary:**

The Conference Coordinator organizes and implements the annual [Wetland Science Conference](#), a flagship program of the Wisconsin Wetlands Association. The three-day event is held Tuesday-Wednesday-Thursday in late February each year. The Conference Coordinator collaborates with WWA staff and the conference advisory panel on the conference theme and program and manages event logistical details. This is a non-exempt hourly position; most of the work falls between mid-August and mid-April. We expect a workload of up to 16-18 hours/week for most weeks (with more hours in January and February) for a total of approximately 800 hours/year. There may be an opportunity for more hours or a different position structure as programming and funding allow. The Conference Coordinator is supervised by the Outreach Programs Director.

**Key Responsibilities:**

- Coordinate event logistics, including transportation, catering, and venue details leading up to and during the conference.
- Recruit and engage conference advisory panel members and coordinate panel meetings and work.
- Develop conference program and track program details and deadlines in coordination with WWA staff and advisory panel members.
- Manage communications with presenters, instructors, facilitators, moderators, volunteers, and other partners involved in carrying out the conference.
- Organize conference field trips, including identifying leaders and coordinating transportation and other logistics.
- Assist with event budget development and management.
- Coordinate venue selection and contract negotiation.
- Assist with event promotion, registration, and communications.
- Regularly evaluate program elements and adapt them to better meet organizational objectives and attendee needs.
- Maintain conference-related records, files, and supplies.
- Identify and implement opportunities to provide continuing education credits to conference and training attendees.

**Qualifications:**

- Bachelor's degree (preferably in a conservation-related field) or equivalent life experience.

**Experience:**

- Experience coordinating complex events.
- Demonstrated strong organizational skills and keen attention to detail.
- Knowledge of educational program development and evaluation.
- Ability to take the lead and follow through on projects as well as manage multiple tasks concurrently.
- Experience and proficiency in Microsoft Office applications.
- Experience working with websites (preferably WordPress) and CRM systems.
- Excellent written and verbal communication skills.
- Dependability, reliability, and strong problem-solving skills.
- Demonstrated ability to work independently, manage multiple projects, and work collaboratively with team-members and partners.
- Demonstrated ability to interact effectively with partners, volunteers, members, staff, and the general public.
- Outstanding professional and personal ethics.
- An appreciation of the importance of wetlands and a commitment to the mission of Wisconsin Wetlands Association
- A commitment to embodying Wisconsin Wetlands Association's values in their work: we are collaborative, enthusiastic, non-partisan, impact-driven, science-based, and solution-oriented.

**Pay Rate and Hours**

- This is an hourly position paying \$28.50/hour.
- Most of the work falls between mid-August and mid-April. We expect a workload of up to 16-18 hours/week for most weeks (with more hours in January and February, fewer in April - August) for a total of approximately 800 hours/year.
- Benefits include a flexible work environment, including some remote work options, professional development opportunities, and being part of a small team of motivated staff.

**Additional Information**

- This position will ideally work from the Wisconsin Wetlands Association office in Madison downtown. Flexibility for some remote work is possible.
- Responsibilities will occasionally require travel, early morning starts, and evening engagements; overnight travel will be required during the week of the conference.
- Wisconsin Wetlands Association is an equal opportunity employer.

**How to Apply**

- Submit cover letter and resume via email with "Conference Coordinator application" to [programs@wisconsinwetlands.org](mailto:programs@wisconsinwetlands.org).
- We will accept applications until the position is filled.
- Preferred start date is between mid-August and early September, 2025.