An Invitation to Apply for the Position of
Conference and Convenings Coordinator
Collaborative for Academic, Social, and Emotional Learning

Posting Date: June 2023

The Collaborative for Academic, Social, and Emotional Learning (CASEL), a nonprofit organization based in Chicago, is dedicated to advancing the science and practice of social and emotional learning (SEL). CASEL’s mission is to help make evidence-based social and emotional learning (SEL) an integral part of preschool through high school education across the country. We believe that systemic educational efforts that promote students’ social and emotional competence are a key ingredient that will enable all young people in our diverse society to lead healthier, happier, more productive, and fulfilling lives.

With committed and growing philanthropic funding and a cohesive strategic plan, CASEL is endeavoring to:

● Support the implementation and document the impact of systemic SEL in large school districts and socio-demographically diverse school districts across this nation.
● Capture, refine, and test the learnings to advance the research base for the process of implementing systemic SEL and share that knowledge broadly.
● Identify and evaluate interventions and assessment tools to accelerate high-quality implementation of SEL nationwide.
● Partner with SEL program providers, colleges of education, professional organizations, school districts, and researchers to support scaling of SEL.
● Promote federal and state policies that encourage academic, social, and emotional learning.
● Strategically communicate to foster widespread demand for SEL as an essential part of students’ education at the classroom, school, district, state, and national level.

POSITION SUMMARY

CASEL seeks a full-time Conference and Convenings Coordinator. This position is fully remote and will report to the Director of Conference and Convenings.

The Conference and Convenings Coordinator will assist in the planning and coordination of the SEL Exchange and all other in-person convenings.
OPPORTUNITIES/EXPECTATIONS

With the supervision of the Director of Conference and Convenings, the Conference and Convenings Coordinator will:

● Develop, implement, and monitor event work plans, including agendas, meeting notes, and tracking of deadlines.
● Assist with development and monitor registration sites for the SEL Exchange and other in-person conferences.
● Assist with development and execution of internal convenings and events, such as Home Days, Leadership Retreat, etc.
● Provide administrative support to the Director of Conferences and Convenings and Program Manager, as needed.
● Manage estimates and budgets; track spending and adherence to budget; prepare management reports.
● Support coordination of all logistics for the SEL Exchange, including venue, internal team, Exhibitors, Attendees, and Sponsors.
● Provide on-site meeting assistance including but not limited to registration, coordination of freight shipment, coordination of signage, speaker assistance as needed.
● Maintain relationships with vendors including but not limited to logistics teams, entertainment suppliers, transportation companies, hotels, and conference sites.
● In collaboration with the Production team, coordinate trade show booth reservations, materials, and setup.
● In collaboration with the Production team, coordinate breakout rooms and AV equipment requirements.
● In collaboration with the Finance department, coordinate registration and payment procedures.
● Coordinate event staffing and scheduling.
● Coordinate project status reports as needed.
● Coordinate calendar of events and special meetings.
● Assist with site management and reading of proposals during Call for Submissions.
● Understand the 5 core competencies of social and emotional learning and how it aligns with academic learning.
● Other duties as assigned.

QUALIFICATIONS AND EXPERIENCE

The background and educational experience required for this position are:

● Minimum of 2 years related experience or equivalent, preferably with experience in executing multi-day meetings or conferences.
● Proficient on Microsoft suite, Asana, Google Suite. Experience with Registration software, specifically Cvent is a plus.

PERSONAL CHARACTERISTICS AND COMPETENCIES

The personal characteristics and competencies required for this position are:

● Collaborates: Works cooperatively with others across the organization to achieve shared objectives. Represents own interests while being fair to others and their areas. Partners with others to get work done. Credits others for their contributions and accomplishments. Gains trust and support of others.
● Communicates Effectively: Is effective in a variety of communication settings: one-on-one, small and large groups, or among diverse styles and position levels. Attentively listens to others. Adjusts to fit the audience and the message. Provides timely and helpful information to others across the organization. Encourages the open expression of diverse ideas and opinions.

● Values Differences: Seeks to understand different perspectives and cultures. Contributes to a work climate where differences are valued and supported. Applies others’ diverse experiences, styles, backgrounds, and perspectives to get results. Is sensitive to cultural norms, expectations, and ways of communicating.

● Customer Focus: Gains insight into customer needs. Identifies opportunities that benefit the customer. Builds and delivers solutions that meet customer expectations. Establishes and maintains effective customer relationships.

● Situational Adaptability: Adapts approach and demeanor in real time to match the shifting demands of different situations. Picks up on situational cues and adjusts in the moment.

COMPENSATION

CASEL seeks to maintain compensation packages competitive within the nonprofit and education sectors, commensurate with experience.

TO APPLY

Please email a thoughtful cover letter and resume outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity to careers@casel.org. Please include the position title in the subject line of your email message. We regret that we will not be able to respond to phone inquiries about this position.

The Collaborative for Academic, Social, and Emotional Learning is an equal opportunity employer. CASEL is an equal opportunity/affirmative action employer and is strongly and actively committed to diversity within the community. CASEL evaluates applicants for employment on the basis of qualifications, merit and work-related criteria without regard to race, color, religion, gender, national origin, age, sexual orientation, mental or physical disabilities, pregnancy, medical condition, marital status or any other characteristic protected by law. CASEL employs and values a diverse work environment.