CONFERENCE AND SPECIAL PROJECTS ASSOCIATE

Position Announcement
The Buffett Early Childhood Institute at the University of Nebraska is seeking applications from qualified individuals for the position of Conference and Special Projects Associate. Working in close coordination with the Institute’s leadership team and under the supervision of the Institute’s Director of Communications, this position is responsible for planning, facilitating, and implementing conferences, convenings, symposia, events, and other high-profile meetings of the Institute and undertaking special projects as required. This is a highly collaborative position that requires strategic thinking, program development, and strong organizational and outreach skills, including the ability to work within the university and with other important community partner and stakeholder organizations.

Buffett Early Childhood Institute Profile
Envisioned as a new model for how public higher education is engaged in the first years of life, the newly established Buffett Early Childhood Institute is a four campus, university-wide, multidisciplinary research, education, outreach, and policy institute of the University of Nebraska committed to helping transform early childhood development and education in Nebraska and across the nation.

The long-term goal of the Institute is to be a leading center where scholars, practitioners, community members, and policy makers collaborate to advance a unified approach that can improve the lives of young children and families and the systems that support them. Applicants should note that the goals of the Institute are university- and state-wide, but that the Institute’s administrative home is at the University of Nebraska at Omaha. This position will work primarily out of the Omaha office but may have additional university-wide responsibilities.

Job Responsibilities
Conferences/Convenings (70%)
• Facilitate planning and program development for conferences, convenings, symposia, and events of the Institute, working closely with Institute leadership to ensure events meet Institute goals and objectives.
• Facilitate programming at the recently built Buffett Institute Collaboratorium at the University of Nebraska-Lincoln, giving special consideration for how this innovative meeting space can be used to support the Institute’s programmatic and communications objectives.
• Develop conference and meeting programs in conjunction with Institute leadership.
• Contact and facilitate coordination with conference and meeting speakers and participants; provide information regarding conference objectives and secure participation as needed.
• Develop annotated agendas and conference notes to help ensure events meet programmatic and communications objectives.
• Provide conference and meeting follow-up that documents key discussion and action items.
• Utilize and direct the use of online platforms (podcasts, videos, etc.) to capture and archive event presentations and findings for dissemination with broader audiences.
• Develop outreach plans for conferences and events; conduct outreach with university, partner, and stakeholder organizations to promote conferences and meetings and deepen Institute relationships.
• Develop conference and public education materials as required; work with graphic designers to produce materials and follow up with vendors as needed.
• Conduct site visits to review and secure conference and meeting sites and negotiate agreements with venues as necessary. Develop and cultivate relationships with both university staff and outside vendors to help organize events.
• Coordinate and oversee all conference and meeting arrangements in collaboration with the Institute’s administrative staff, including logistical arrangements, catering, technology and presentation requirements, and travel and accommodations for speakers and participants, etc.
• Work with administrative staff to optimize use of the Institute’s database for conference and meeting outreach, tracking and reports, and to ensure database is continually updated.

Special Projects (30%)
• Manage and implement early childhood special projects and initiatives for the Institute as identified by the Executive Director and Associate Executive Director. Projects will involve the university and/or key community groups and include various new initiatives, including launch of the Buffett Scholars program for graduate student support.
• Draft special project outlines and strategy briefs to help focus Institute initiatives and facilitate discussion and decision-making.
• Assist with engaging collaborators, making contacts in the university and in communities of interest, and in obtaining external funding to support projects.
• Conduct targeted research and/or outreach to help staff, inform and/or manage Institute special projects.
• Provide project management and assume other duties as requested.

Minimum Qualifications
• A Bachelor’s degree and a minimum of 5 years of demonstrated success in a similar role.
• Experience developing and overseeing projects and initiatives and working collaboratively with organizational leadership, partner groups, and stakeholders.
• Experience supervising and executing large and small events.
• Leadership and organizational qualities and excellent written and oral communication skills.
• Experience working within a university setting is desirable.
• Knowledge of early childhood issues is helpful but not essential.

How to Apply
Application review begins immediately and continues until position is filled. Applications processed through the on-line job posting at https://careers.nebraska.edu. Follow instructions to complete the Applicant Profile. Along with the application, attach a cover letter, resume, and contact information for three professional references. Direct questions about the position to: humanresources@nebraska.edu. Direct questions about the on-line application process to: (402) 472-2111. The University of Nebraska is an Affirmative Action/Equal Opportunity Employer and participates in E-Verify.