

Tulare County Office of Education

JOB DESCRIPTION

Job Title: *Conference Specialist - SCICON (1918)*

Job Summary:

The job of Conference Specialist - SCICON was established for the purpose/s of marketing, scheduling, implementing and evaluating the conference and retreat services at SCICON. This includes the developing and implementing of marketing strategies; oversight of conference itineraries, activities and menus; oversight of conference staff and services at SCICON; oversight of conference invoicing; oversight of the conference program budget; and evaluation of the conference and retreat program.

Essential Functions:

- < Assists in the marketing of SCICON conference and retreat facilities to potential conference and retreat clients for the purpose of increasing conference use at SCICON.
- < Assists in the scheduling of conference and retreat groups