

Northwest Model United Nations 2022-2023

Job Description - Assistant Secretary-General for Conference Services

Position Description (Short)

The ASG for Conference Services is responsible for all physical equipment of the conference, including office supplies, printers and computers for the delegate computer lab, and printing of programs, badges, placards, handouts, etc. The ASG for Conference Services is also responsible for any NWMUN merchandising. During the conference, the ASG for Conference Services will facilitate the operations of the delegate computer lab, Home Government, and conference services. The ASG-CS will also work with the Executive Director to facilitate the processing and printing of conference awards. Please note that the ASG-CS is also responsible for equipment management after the conference, and as a result must stay through the morning after the closing ceremonies of the conference.

Necessary Competencies

- Attention to Detail
- Comfort meeting and conversing with new people
- Leadership and management skills

Qualifications for Hiring (Required)

- Have participated in at least one collegiate Model United Nations conference
- Leadership and/or management experience
- Familiarity with technology, such as computers, networks and design

Qualifications for Hiring (Preferred)

- Familiarity with social media
- Sales Experience (including as a member of the NWMUN staff)
- Experience as a part of the Conference Services Staff at a Northwest Model United Nations (NWMUN) conference

Description of Tasks / Percentages or Times

- Staff Management (30%)
 - Recruiting individuals to apply for administrative staff positions
 - Reviewing applications and facilitating selection/hiring process
 - Periodic check-ins prior to the conference
 - Allocation of staff to various stations (human capital management)
- Equipment and Supplies Management (30%)
 - Equipment Acquisition
 - Storage Unit (pre-conference)
 - Storage Unit (post-conference)
 - Technical Setup at Conference (virtual or in-person)
- Document Creation (10%)
 - Project Management on Conference Program creation
 - Drafting content for portions of Conference Program
 - Creating and double-checking badges and placards (registration spreadsheet to mail)

merge to Word format to PDF)

- Merchandising (20%)
 - Ensuring creation of T-Shirt design for NWMUN T-Shirts
 - Project Management of T-Shirt design review and timely ordering
 - Reordering low-stock merchandise items offered in previous years
 - New merchandise development/selection
 - Ensuring merchandise sales (pre-orders and at-conference) meet conference revenue targets
- Customer Service at Conference (10%)

Deliverables

- **March**
 - Outreach for staff applications (focused on administrative staff)
 - Budget review on Merchandise from preceding year
- **April**
 - Hiring of administrative staff
 - Begin merchandise development (including T-Shirt design)
- **August**
 - Equipment Acquisition
- **September**
 - Order all merchandise for the year
- **October**
 - Conference Program
 - Order all supplies for the year (including gavels)
- **November (pre-conference)**
 - Picking up equipment and supplies from storage
 - Ensure equipment is received from partners who loan it to us (e.g. WWU, UW)
 - Setting up Conference Services
 - Help setting up opening ceremonies and committee rooms
 - Designing/setting up ticketing system for conference social
- **November (at conference)**
 - Meeting a predetermined merchandise sales target
 - Keeping the store merchandise stocked
 - Help setting up closing ceremonies
 - Print out resolutions, awards, and other in-conference needed items
 - Implement social ticketing system for sales as well as at-social check-in
 - Manage team to respond to all emergent tasks (including covering all locations merchandise is sold, equipment maintenance, etc.)
- **Post-Conference**
 - A complete and accurate inventory of all major conference equipment, supplies, and durable merchandise at the end of the conference
 - Ensure equipment and supplies are returned to storage
 - Ensure equipment is returned to partners

- Give staff feedback

Application Timeline

Positions will be listed at the NWMUN websites under “Staff Applications” (including <http://seattle.nwmun.org> and <http://portland.nwmun.org>) by the end of the preceding conference (in mid-to-late November for the Seattle position and in mid-February for the Portland position).

Positions usually have a priority application deadline of ~10 months prior to the conference dates, and a final deadline around 8 months prior to the conference dates. Exact deadlines will be at the “Staff Applications” page of the respective conference website.