

JOB OPENING IN THE SE UNITY REGION

Contracted Services for Annual Conference Planning and Facilitation

Southeast Unity Ministries, Inc is seeking an individual or company to work with the region and various sub-regional groups to produce successful, inspiring annual conferences that are self-supporting. Conference Planner(s) will be responsible for the Regional Conference Guidelines being followed.

The Region will pay up to \$7,000.00 for each conference planned - with payments being made on completion of specified goals and deadlines. Additionally, the region will pay up to \$2,000 for documented Conference Planner expenses per conference.

Conference Planner(s) will assist the sub-regions with selecting locations and booking the conference site by October, two years in advance. A preliminary budget is to be submitted before the following February.

Conference planner(s) will help sub-regions identify theme and book speakers so that they can be announced at the conference preceding the one being planned. At this time, tasks and volunteer teams need to be formed. Conference planners will remain in contact with volunteer team coordinators to ensure that tasks are completed in a timely manner.

Deadline for receipt of resumes is January 31, 2008. Resumes are to be e-mailed to Rev. Charline E. Manuel at charmanuel@msn.com