

HRFN Conference Planner

Human Rights Funders Network (HRFN) is a network of funders in the Global South, East, and North dedicated to resourcing human rights actions around the world. Our members boldly support movements leading us toward a more just future.

HRFN's annual conference is a space for our members and the broader community to come together to strategize, take risks, and imagine new possibilities for human rights philanthropy. We are excited to host this event and are looking for a consultant or agency to assist us with the on-site logistics for the conference and a one-day retreat for our staff and steering committee. The conference will take place in Oaxaca, Mexico from 29 November to 2 December and the retreat will be held the day after.

Applicants must have experience planning conferences, and be well organized and multilingual (Spanish / English). Applicants must be easily accessible and responsive in the time leading up to the event by email and phone. This is a part-time position from now until the conference begins. The selected candidate/vendor will need to be totally available and onsite for the duration of the events.

- **Start Date:** Early August 2022
- **Hours:** 5-15 hours a week to start. Hours will increase to 15-25 closer to the conference.
- **Compensation:** The salary range for this position is 315 - 375 MXP an hour. This position is a consultancy and does not include any benefits. Consultant should invoice HRFN every other week. HRFN will cover wire fees. Receipts must be provided for all approved purchases.
- **Apply at:** <https://forms.gle/QbQMviVBBnQNGLoW9>
- **Application Deadline:** 17 July 2022, 11:59 PM EST.

THE ROLE

SCOPE OF WORK:

- Assist with logistical preparation and implementation of the HRFN conference and retreat, including hotel accommodations, conference venue(s), preparation of materials, local transportation, food and beverage, interpretation services, audio-visual equipment.
- Act as on-site, co-logistics facilitator during the week of the conference.
- Enact feminist and social justice principles, including ensuring the conference is accessible, safe, and welcoming for all participating funders and activists.

KEY DATES:

- HRFN Conference: 29 November - 2 December 2022
- HRFN Staff and Steering Committee Retreat: 3 December 2022.

DELIVERABLES:**1. Hotel Management**

- Serve as main contact for the conference hotel and any hotels where HRFN secures rooms and/or conference space.
- Provide hotel information as needed per the contract (attendee names, arrival dates, etc.).
- Manage any amendments to the hotel contract.
- Provide HRFN with requested information about the hotel including maps and photos, to assist with session planning.

2. Room Management

- Manage HRFN's hotel room block.
- Collaborate with the Head of Program to identify and implement a system to track hotel room reservations.
- Send and manage communications with conference attendees around their room reservations.
- Keep updated and accurate record of room reservations.
- Provide rooming list to hotel per the contract deadline.

3. Conference Registration

- Assist HRFN staff with conference registration as needed. Tasking can include communicating with potential attendees and speakers. Help troubleshoot registration issues and provide information around visa and other travel issues.
- Support tasking as necessary in Whova, our event management platform.

4. Food and Beverage

- Coordinate catering needs with the hotel.
- Identify restaurant/venue for evening reception and/or dinners. Coordinator will recommend at least three spaces, which accommodate different dietary needs (vegetarian, gluten free, etc.) and capacity of the participants (up to 150).

5. Multimedia and Audio-Visual Equipment

- Work with HRFN and hotel to identify and secure necessary audio-visual equipment (e.g. projectors, screens, speakers, high-speed internet, microphones).

6. Interpretation Services

- Secure availability and fair rate of interpretation services. Ensure interpreters are familiar with feminist and anti-racist interpretation and knowledge about human rights issues.

7. Local Transportation

- Identify local transportation services and coordinate airport transfers. Ensure that all participants get to the hotel from the airport and vice versa.

- Coordinate the transport of participants to site visit destinations.

8. Excursion / Site Visit

- Depending on the final agenda, research and help plan an excursion / site visits for conference attendees.
- Liaise with local groups and help identify potential site locations.
- Secure transportation and organize meals.
- Manage day of excursion / site visit logistics.

9. Conference Materials

- Develop a travel tips document, including brief history, safety/security recommendations, travel tips (charger types, currency exchange, drinking water), and considerations for a range of travelers (LGBTQ+, travelers with disabilities, people traveling with kids), potential areas of interest/activities.
- Identify meeting supplies needs. Work with HRFN staff to order items.
- Identify vendor to print meeting materials.

10. Miscellaneous

- Identify childcare providers for travelers coming with children.
- Help to identify and work with movement partners who may be present during some parts of the event.
- Other tasking as necessary.

11. During the conference

- Assist with attendee registration.
- Liaise with speakers and presenters. Ensure they know when and where they are presenting.
- Assist with setting up meeting rooms so they are arranged and ready for the conference as per the conference programme.
- Oversee additional local conference staff.
- Help troubleshoot any issues.

Qualifications

- * Lives in or near Oaxaca, Mexico and has knowledge and experience of local customs.
- * Bilingual Spanish / English.
- * Experience organizing international events and working with diverse groups.
- * Highly organized, and motivated. Ability to prioritize and manage multiple tasks with little direct supervision.
- * Creative problem solving; resourceful and proactive in seeking creative technical and/or procedural improvements.
- * Strong computer skills including G-Suite and MS Office. Comfortable learning new technology.

If you have any questions please contact us at community@hrfn.org.