

Seeking a Vermont Conference Annual Meeting Administrator for 2026

The Vermont Conference, United Church of Christ (UCC) is seeking an Annual Meeting Administrator to work with the Planning Committee, Conference Minister and part-time Administrative staff on the 2026 Annual Meeting.

Responsibilities:

The Annual Meeting Administrator will be responsible for:

- **Program Support:** Work closely with the Annual Meeting Planning Committee to facilitate speaker arrangements, workshop scheduling, and overall flow of the event agenda.
- **Vendor Coordination:** point of contact with vendors from the Conference, national church and related entities to insure adequate table space and collection of appropriate fees.
- **Registration Management:** Oversee the registration process, including online platforms, attendee communication, and on-site registration.
- **Budget Management:** Assist with budget development and tracking, assist the Annual Meeting Planning Committee in setting appropriate registration fees for the event.
- **Liaison with Venue Site:** work with host church around room assignments for workshops, set-up needs, church volunteers, meals, signage and parking
- **Tech support:** work with Conference Minister and Planning Committee to assure appropriate tech equipment and personnel to ensure in person and online attendees have a great experience of Annual Meeting.
- **Prepare the Master Script:** for the event, including prompts for placement of slides and PowerPoint and video presentations. Work with the Ministries Coordinator and Office Administrator to ensure all needed slide presentations and videos are prepared.
- **Marketing & Communication Support:** Collaborate on promotional materials, attendee communications, and event signage.
- **On-Site Execution:** Being present during the Annual Meeting to oversee all logistical aspects, troubleshoot issues, and ensure a smooth and successful event. Scheduling and attending a pre-meeting walk-through also required.
- **Post-Event Evaluation:** Assist with feedback collection and reporting to identify areas for improvement.

Compensation: the position pays a lump sum compensation of \$2500.00 plus expenses.

To Apply:

Please submit your resume and a cover letter outlining your relevant experience and why you are interested in this opportunity to Rev. Dr. Lynn Bujnak (lbujnak@vermontucc.org) by October 30, 2025.

Join us in creating an unforgettable Annual Meeting for the Vermont Conference, UCC!
We look forward to hearing from you