

CONSUMER CONFERENCE CO-CHAIR

The Missouri Department of Mental Health seeks to fill an unclassified position as a Consumer Conference Co-Chair. This position is an Hourly and Intermittent and is a non-merit position without benefits. Consumers, self-advocates and persons in recovery are preferred. This position is a two year minimum. Applicant not required to reside in Jefferson City, but must be able to travel.

***Prefer person with substance use disorders.

Responsibilities:

- Attend face to face meetings in Jefferson City for conference planning and coordination.
- Provide leadership and direction for the Real Voices Real Choices Conferences for 2017 and 2018.
- Correspond, communicate and manage the Conference Planning Committee regarding input, development and completion of the Real Voices Real Choices Conference.
- Coordinate with the respective divisions in recruiting and soliciting of individuals to attend the conference and increase consumer participation. The goal for the event is 1000 attendees.
- Determine keynote speaker, presenters and exhibitors in collaboration with the Planning Committee and divisions.
- Assist in development of the conference schedule and program booklet.
- Be responsible for overall budget development and work with the Missouri Mental Health Foundation and the department on budget and payment for product and service in conjunction with the conference.
- Solicit vendors, agencies and businesses for giveaway items and scholarships.
- Coordinate and manage presenters and exhibitors in a timely effective manner.
- Develop an after action report which will include but not be limited to budget finalization and all payments current, review evaluations and make recommendations for following year.
- Communicate frequently through email or phone calls with other co-chairs and coordinator.
- Responsible for state outreach to different organizations to raise conference awareness and gain statewide support.
- Create and develop professional working relationships with agencies statewide to increase attendance and explore sponsorship opportunities.
- Present when necessary about the conference and the resources and information it provides.
- Provide clear leadership and direction in increasing the amount of attendees, exhibits and presentations for individuals with addiction disorders.

Preferred basic knowledge of Microsoft Office programs Word, Excel and Outlook.

Salary: \$13.38 hourly rate-not to exceed 600 hours annually

To apply, send resume and cover letter by November 10, 2016:

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EEO/AA EMPLOYER