

**Official Job Posting – Registration Coordinator, Connecting for Success  
Massachusetts Association of Vocational Administrators (MAVA)  
September 8, 2022**

Title

Registration Coordinator

Job Summary

The Registration Coordinator will be responsible for handling all registrations for the Connecting for Success summer conference. The Coordinator will oversee all aspects of registration including: solicitation of attendees, organization of registrations, processing of payments, check-in at the conference, issuing certificates of attendance, and responding to inquiries about such certificates.

Overview of MAVA Connecting for Success Conference

The Connecting for Success Summer Conference is run by the Massachusetts Association of Vocational Administrators (MAVA) for its members. It is the largest professional development conference for vocational educators in Massachusetts.

The conference will be held in late June 2023.

The Conference will be conducted in-person at Assabet Valley Technical High School in Marlborough, MA.

Duties

- Work with conference Co-Chairs to develop registration form and database.
- Work with conference Co-Chairs and Marketing Coordinator to solicit attendees for the conference, using social media, website, emails and Constant Contact.
- Organize all registrations in database.
- Keep track of all registration payments.
- Organize and set up registration table at event space.
- Oversee creation and distribution of conference materials for attendees.
- Oversee check-in at the conference.
- Organize conference sign-in sheets
- Issue Certificates of Attendance.
- Respond to inquiries about Certificates of Attendance throughout the year.
- Serve on the Conference Steering Committee and participate in the Conference Steering Committee meetings

### Requirements

The successful candidates must serve or previously have served in the role of a vocational administrator, teacher, or member of the support staff in a Massachusetts public high school offering Chapter 74-approved programs. At least three years of experience as a teacher in Massachusetts vocational-technical education is preferred.

### Requirements

The successful applicant must be adept at electronic communications, including email, Microsoft Word, Microsoft Excel, Microsoft Teams, and the like.

The successful applicant will be responsible for submitting invoices for payment.

### Compensation

The successful applicant will be paid a \$3,000 stipend, to be disbursed at the successful conclusion of the conference.

### Job Status

The successful applicant will be an independent contractor. No employment benefits attach to the position.

### Contract Status

This is a one-year position. It is expected to be posted annually.

### Selection Process

Candidates must submit a cover letter and current resume to Steven C. Sharek, MAVA Executive Director, at [stevesharek@MAVA.us](mailto:stevesharek@MAVA.us), by September 22, 2022, at 11:00 a.m.

Selection of the successful candidate will be made by the Conference Co-Chairs and MAVA Officers, upon recommendation of the Executive Director.

### Start Date

The successful applicant is expected to begin planning and preparation for the job immediately upon selection.

### Equal Opportunity

The Massachusetts Association of Vocational Administrators (MAVA) is an Equal Opportunity

Employer. MAVVA selects vendors, employees, and independent contractors without regard to race, color, sex, gender identity, religion, national origin, sexual orientation, or disability.

MAVA seeks to actively recruit, welcome, and support a workforce which is diverse and inclusive of all people so that we can support the success and growth of all individuals.