



# The Scientific Consulting Group, Inc.

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## Job Ad – Conference Planner

### Job Summary

The Scientific Consulting Group, Inc. (SCG) is seeking an enthusiastic professional to join our team of meeting planners. This is a hybrid position and the ability to work on-site in the DC area is a requirement. The candidate must be proficient with virtual, hybrid, and in-person meeting management and be able to travel when needed.

### Duties & Responsibilities

- Leads the coordination of all aspects of events (budgeting oversight, pre-planning, logistics, travel, lodging, onsite execution, vendor management, post-wrap-up).
- Develops detailed event-specific task and project work plans.
- Coordinates site selection.
- Leads contract negotiations and prepares supplier agreements and contracts for clients' review and approval.
- Reviews and approves BEOs.
- Oversees and manages venue and supplier activities onsite.
- Hosts virtual and hybrid meetings, providing technical support as needed.
- Assists with the development of registration websites for events and provides regular client updates.
- Serves as a point of contact for clients, meeting participants, and speakers.
- Develops participant communications for internal and client approval.
- Works with speakers to obtain, format, and load presentations for events.
- Works with clients to develop meeting materials.
- Finalizes any additional post-meeting tasks – distribute thank you letters, event surveys, etc.
- Regularly reports on planning activities.

### Skills & Requirements

- Ability to manage multiple tasks effectively.
- Ability to work independently and as part of a team, within short timeframes.
- Attention to detail including deadlines and quality control.
- Strong written and verbal communication skills.
- Demonstrated meeting planning skills.
- Proficient with Microsoft products (Word, Excel, PowerPoint).
- Proficient with virtual meeting platforms including Zoom, WebEx, and others.
- Ability to plan and execute both on-site and hybrid meetings in the Washington, DC area.

### Education & Experience

- Bachelor's degree in hospitality management, business, marketing, public relations, or communications preferred.
- CMP, CGMP, DES, or CEM certification desired.

- Knowledge of government event planning is a plus.
- Minimum of 5 years of related experience required.

Interested candidates must submit a resume and cover letter to [recruitment@scgcorp.com](mailto:recruitment@scgcorp.com).

SCG is committed to the principle of equal employment opportunity for all applicants and employees and to providing a work environment free of discrimination and harassment. All employment decisions are based on business needs, job requirements, qualifications, and merit without regard to any status protected by laws and regulations.