



The Scientific Consulting Group, Inc.

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Job Ad – Conference Planner

Job Summary

The Scientific Consulting Group, Inc. (SCG) is seeking an experienced conference planner to lead the planning and execution of virtual, hybrid and in-person meeting and events. The ideal candidate is highly organized, detail-oriented, responsive, and able to independently manage multiple events, deadlines, and client priorities.

Duties & Responsibilities

- Lead all phases of meeting and event planning and execution, including project schedules, budgets, travel and lodging, vendor coordination, on-site execution, and post-event closeout.
- Develop and maintain detailed event-specific project plans, timelines, task lists, and milestone schedules.
- Serve as the primary point of contact for clients, meeting participants, speakers, venues, and vendors throughout the planning process.
- Proactively communicate project status, upcoming deadlines, potential risks, scheduling conflicts, and other issues that could affect successful event execution.
- Coordinate venue research, site selection, and site visits, as needed.
- Lead venue and vendor negotiations and prepare supplier agreements and contracts for client review and approval.
- Review banquet event orders (BEOs), venue documents, room layouts, menus, audiovisual requirements, and other event specifications for accuracy.
- Coordinate and manage participant and speaker travel, lodging, and other logistical requirements.
- Oversee venue and vendor activities on-site and troubleshoot logistical issues during events.
- Plan, host, and support virtual and hybrid meetings using platforms such as Zoom and Webex, including providing technical support as needed.
- Assist with the development, testing, and management of event registration websites and registration processes.
- Develop participant and speaker communications for internal and client review and approval.
- Coordinate with speakers to obtain required information, presentations, audiovisual needs, and other materials by established deadlines.
- Review, format, organize, and load presentations and other materials for use during events.
- Collaborate with clients and internal teams to develop agendas, meeting materials, signage, participant materials, and other event-related products.
- Conduct quality-control reviews of event materials and logistical details prior to distribution or implementation.

- Provide clients and internal project teams with regular and timely updates on planning activities, deliverables, deadlines, and outstanding items.
- Complete post-event activities, including participant communications, surveys, vendor reconciliation, and other closeout tasks.
- Identify potential planning or logistical issues early and develop solutions to minimize risk to event readiness and execution.

Skills & Requirements

- Demonstrated ability to independently plan and execute virtual, hybrid, and in-person meetings and events.
- Ability to manage multiple concurrent events, competing priorities, and deadlines while maintaining a high level of accuracy and organization.
- Strong attention to detail and demonstrated commitment to quality control.
- Excellent organizational, time-management, and problem-solving skills.
- Strong written and verbal communication skills, including demonstrated responsiveness and proactive communication with clients and project teams.
- Ability to anticipate potential issues, communicate risks promptly, and recommend appropriate solutions.
- Ability to work independently while collaborating effectively with clients, colleagues, vendors, speakers, and other stakeholders.
- Ability to work effectively under short timelines and adapt to changing priorities and event requirements.
- Proficiency with Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook.
- Proficiency with virtual meeting platforms such as Zoom, Teams, and Webex.
- Ability to provide on-site support for meetings and events in the Washington, DC metropolitan area.
- Ability and willingness to travel as required for meetings and events.

Education & Experience

- Bachelor's degree in hospitality management, business, marketing, public relations, communications, or a related field preferred.
- Minimum of 5 years of professional meeting, conference, or event planning experience required.
- Experience planning meetings and events for federal government clients is preferred.
- CMP, CGMP, DES, CEM, or other relevant professional certification desired.
- Knowledge of government event planning is a plus.

This is a hybrid position that requires regular on-site work in the Washington, DC metropolitan area and travel to event locations as needed. SCG offers a competitive compensation and benefits package.

Interested candidates should submit a resume and cover letter for consideration.

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.