



Tri Sigma National Sorority National Convention On-Site Manager

Tri Sigma is seeking an alumna to execute on-site facility and event logistics for national convention in collaboration with the Executive Director and other staff members.

Qualifications:

- Alumna member in good standing
- Professional or volunteer experience planning and executing large-scale events with general sessions, breakout sessions, banquets, and sleeping room blocks.
- Demonstrated customer service skills and strong professional presence.
- Exceptional communication skills, capacity for detailed organization, ability to multitask and work under pressure in a dynamic environment.
- Proactive, self-directed, and able to independently solve problems.

Expectations:

- Participate in initial training call with Executive Director to review responsibilities and deadlines.
- Participate in virtual recurring planning meetings increasing in frequency closer to the event.
- Provide on-site support for the full duration of national convention.
- Provide training for on-site volunteers specific to their roles, as well as mobilize and direct on-site volunteers with assigned tasks.
- Monitor event activities to ensure satisfaction of participants, and resolution of any problems that arise during hotel check-in.
- Assist in managing on-site issues related to participants, facilities, catering, event volunteers and other special needs.
- Coordinate with staff at chosen event site to execute event schedule.
- Troubleshoot and manage on-site logistics for banquets, room set-up, speaker/facilitator needs, and AV.
- Commit approximately 5-8 hours per month with significant time while on-site at Convention.

Notes:

- This position will not serve as a voting delegate at national convention.
- This position will conclude by August 1, 2025, following a post-convention debrief meeting.