



# International Association of Fire Chiefs

8251 Greensboro Drive, Suite 650 • McLean, VA 22102  
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<b>TITLE OF POSITION:</b>	Event Programs Specialist
<b>POSITION TYPE:</b>	Hybrid
<b>DEPARTMENT OR OFFICE:</b>	Conference & Events
<b>SUPERVISOR'S TITLE:</b>	Director, Conferences & Events
<b>FLSA STATUS:</b>	Full-time Exempt

## Company Description

The International Association of Fire Chiefs (IAFC) has represented the leadership of over 1.2 million firefighters and emergency responders since 1873. IAFC members are globally recognized leaders in firefighting, emergency medical services, terrorism response, hazardous materials management, disaster recovery, and public safety legislation. The organization's mission is to provide leadership, education, resources, and representation to empower emergency service professionals worldwide. IAFC fosters innovation, collaboration, and professionalism within the emergency response community.

## Position Summary

The Event Program Specialist supports the development, coordination, and execution of educational programming across IAFC's conference portfolio. This role contributes to the programming strategy and speaker management for five (5) annual meetings ranging from 300–1,000 attendees, as well as Fire-Rescue International (FRI), IAFC's flagship annual conference serving 5,000+ attendees. Travel will be required, 25% to be on-site for events.

Working closely with internal stakeholders, volunteer leaders, speakers, and external partners, this position supports speaker recruitment, session development, logistics coordination, and onsite execution to deliver high-quality, mission-driven educational experiences for IAFC members.

## Key Responsibilities

### Event Programming & Speaker Management

- Support speaker recruitment, selection, onboarding, and communications for IAFC conferences and events.
- Manage speaker submissions, session information, and program data within event management systems.



- Collect and maintain speaker assets including bios, headshots, learning objectives, and session materials.
- Create and distribute presentation templates and speaker resources.
- Support the Call for Presentations process including setup, communications, and reporting.

### Speaker Logistics & Support

- Coordinate speaker registration, housing, and travel logistics in alignment with IAFC policies.
- Monitor speaker travel and reimbursement processes and assist with budget tracking.
- Provide onsite speaker support during IAFC events.

### Program Operations & Digital Platforms

- Collaborate with conference and technology teams on event websites and mobile apps.
- Ensure session, speaker, and agenda content accuracy across platforms.
- Support AV and session room coordination with operations teams.

### Post-Event Reporting & Evaluation

- Support post-event session survey creation, analysis, and reporting.
- Share feedback with speakers and internal stakeholders.

### Collaboration & Research

- Partner with marketing teams on speaker communications and announcements.
- Research industry trends and adult learning best practices.

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## Qualifications

### Required Qualifications

- Bachelor's degree or equivalent professional experience in event management, technology, or a related field.
- Minimum **3+ years of experience** managing event technology, registration systems, or attendee experience platforms in a high-volume event environment.



- Proven experience supporting multiple events simultaneously, including large-scale conferences.
- Strong technical aptitude with the ability to quickly learn and manage new platforms and tools.
- Experience with event technology platforms such as Salesforce, Fonteva, Swoogo, Cadmium, or similar systems.
- Advanced proficiency in Microsoft Excel, including reporting and data analysis.
- Demonstrated ability to turn data into actionable insights and recommendations.
- Excellent written, verbal, and customer service communication skills.
- Strong attention to detail, organization, and project management skills.
- Ability to travel and provide hands-on onsite event support.

#### **Preferred Qualifications**

- Experience working with associations or nonprofit organizations.
- Familiarity with housing providers and registration–housing integrations.
- Experience supporting exhibitor and sponsor technology solutions.
- Ability to communicate technical concepts clearly to non-technical stakeholders.
- Proven ability to manage vendors, timelines, and competing priorities in a fast-paced environment.

#### **Working Conditions**

- This position may be based at IAFC offices with hybrid flexibility as approved.
- Standard business hours with additional hours required during peak planning periods and onsite events.
- Travel is required to support IAFC events, including FRI and other conferences.
- Ability to stand for extended periods and lift light to moderate equipment when onsite.

#### **Why Join IAFC**

IAFC offers the opportunity to support mission-driven events that serve the fire and emergency services community. This role plays a critical part in delivering professional, high-impact experiences for IAFC members, partners, and stakeholders across the globe.

Please apply on LinkedIn at <https://www.linkedin.com/jobs/view/4375102675>