



Job Title: Technology and Marketing Coordinator

Job Description:

The Kansas City Estate Planning Symposium is a not-for-profit organization providing education resources to professionals in estate, trust and business planning. In order to enhance its services to estate planning professionals, the Board is looking for an individual who can provide specific administrative support, coordination of technology and social media, marketing and sales assistance and other general support functions for the Board and its various committees. Some knowledge of estate planning would be helpful, but is not required. This is a part-time position with the time commitment fluctuating based on the events and activities of the Board and its subcommittees.

Role and Responsibilities:

The candidate must have excellent customer service skills and will be expected to attend Symposium events, including the Symposium, the Fundamentals Program and the Intermediate Program, and act as a good will ambassador for KCEPS. The candidate must have excellent writing skills and a thorough knowledge of social media and will be expected to assist attendees at the Symposium on the use of any digital equipment. The candidate may also be asked to assist other committees, as needed, and may also be asked to assist with coordination of information with UMKC CLE.

The specific responsibilities to the Marketing Committee include:

- Attend all committee meetings, take minutes and provide research and general assistance
- Serve as liaison between the committee and various outside vendors
- Serve as liaison between the Marketing Committee and the Technology Committee
- Coordinate KCEPS ad presence in various bar journals and professional trade publications
- Coordinate communication from committee to ambassadors
- Coordinate photographer and/or videographer for events
- Coordinate pertinent content needed for marketing materials, including social media
- Assist with the management of the KCEPS mailing lists

The specific responsibilities to the Technology Committee include:

- Attend all committee meetings, take minutes and provide research and general assistance
- Coordinate and manage KCEPS website
- Coordinate and manage the KCEPS App
- Coordinate the social media presence for KCEPS
- Serve as tech support for attendees at KCEPS events

Work Status:

This position will be as an independent contractor reporting to the Executive Committee of KCEPS, the Marketing Chair and the Technology Chair.

Interested candidates should send their resume to the KCEPS Executive Committee, c/o
Amy Guerich
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President KCEPS 2018
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