



# NATIONAL HEALTH FREEDOM COALITION

**Assistant Planner**  
**2018 Health Freedom Congress**  
**Intercontinental Hotel**  
**St. Paul, MN**  
**June 10-12, 2018**

## **Position Summary**

National Health Freedom Coalition is an organization working to promote access to all health care information, services, treatments and products that the people deem beneficial for their own health and survival; to promote an understanding of the laws and factors impacting the right to access; and to promote the health of the people of this nation. NHFC is seeking an Assistant Planner to support the coordination of its 2018 Health Freedom Congress. The Assistant Planner will assist the Congress Event Planner with organizing details including venue, catering, audio-visual, and printed materials.

## **Responsibilities**

- Collect items for and assemble swag bags
- Assist with producing congress binder
- Create and print name tags, table tents, signage, award certificates, etc.
- Coordinate volunteer schedules and duties
- Procure and coordinate signage
- Compile supplies and arrange delivery to venue
- Assist with advertising via flyers, alerts, news outlets, etc.
- Help manage registration and check-in at event.
- Assist with catering planning.
- Gather information on local restaurants and other hotels
- Attend weekly or bi-weekly planning meetings via Zoom.
- Other assisting and coordinating duties as assigned.

## **Qualifications**

- Computer proficiency, including MS Office Suite.
- Proven ability to manage coordination of varying priorities and tasks for large event.
- Excellent communication skills and attention to detail.