

**Job Title:** Conference Abstract Coordinator

**Position Type:** Temporary/Contract

**Location:** Remote/FIFSW

**Reports To:** Tanya L. Sharpe, MSW, PhD, Associate Professor, FIFSW

**Hours per week:** 10-12hrs

**Hourly Rate:** \$20/ hour

### **Job Summary**

The Conference Abstract Coordinator will be responsible for managing and organizing a large volume of conference abstracts, ensuring efficient data entry, tracking, and assessment. The individual will create and maintain Excel spreadsheets to systematically organize abstracts, assist the award committee in reviewing submissions, and provide timely support by taking detailed notes during committee discussions. The ideal candidate is highly organized, detail-oriented, and capable of working in a fast-paced environment while maintaining accuracy and efficiency.

### **Key Responsibilities**

- Develop and maintain Excel spreadsheets to categorize, track, and assess conference abstracts.
- Input, organize, and manage a high volume of abstract data with accuracy.
- Assist the conference award committee by providing real-time documentation, including note-taking during meetings and review sessions.
- Ensure consistency and accuracy in data management, ensuring all abstracts are categorized correctly according to conference criteria.
- Facilitate communication between committee members by summarizing key discussions and maintaining organized records of decisions.
- Work under tight deadlines to support the timely review and selection of abstracts for awards and presentations.
- Identify and flag any discrepancies or missing information within abstract submissions.
- Provide additional administrative support as needed to the committee.

### **Qualifications & Skills:**

- Proficiency in Microsoft Excel (including formulas, sorting, and filtering large datasets).
- Strong organizational skills with attention to detail and ability to manage multiple tasks simultaneously.
- Excellent notetaking and documentation skills.
- Ability to work quickly and efficiently under time-sensitive deadlines.
- Strong communication skills to collaborate effectively with committee members.

- Experience working with conference abstract management systems (preferred but not required).
- Prior experience in event coordination, research administration, or conference planning is a plus.

**Work Environment & Expectations:**

- This position requires flexibility in working hours, as meetings and abstract review sessions may vary.
- Ability to work independently while also being a team player in a collaborative environment.
- Strong organizational and problem-solving skills to handle challenges that may arise during the abstract review process.

**Education**

- Enrolled as a University of Toronto Undergraduate/ Graduate Student

If you are a detail-oriented, highly organized individual with experience in managing data and supporting committee-driven processes, we encourage you to apply!