

Job Title: BSides Atlanta Call for Papers (CFP) Coordinator

Job Summary:

The CFP Coordinator is responsible for managing the submission and selection process of CFPs for BSides Atlanta. This role involves coordinating communication with potential speakers, overseeing the peer-review process, and ensuring the successful execution of the CFP program. The CFP Coordinator plays a key role in promoting the conference, attracting high-quality submissions, and contributing to the overall success of BSides Atlanta.

Key Responsibilities:

1. **CFP Program Management:**
  - Manage the entire Call for Papers process.
  - Develop and communicate CFP guidelines and deadlines to potential speakers.
  - Monitor the submission platform and ensure that all submissions adhere to guidelines.
  
2. **Author Communication:**
  - Serve as the primary point of contact for potential speakers, providing information and answering inquiries.
  - Communicate acceptance or rejection decisions to speakers in a timely and professional manner.
  - Facilitate any necessary revisions or additional information from authors.
  
3. **Peer Review Coordination:**
  - Organize and manage the peer-review process, including assigning reviewers and overseeing the evaluation of submissions.
  - Ensure the confidentiality and integrity of the peer-review process.
  - Collaborate with the BSides Atlanta organizers to make final acceptance decisions.
  
4. **Program Development:**
  - Assist in scheduling accepted presentations and sessions.

Qualifications:

- Excellent organizational and project management skills.
- Strong written and verbal communication skills.
- Familiarity with conference submission platforms.
- Ability to work collaboratively with diverse teams and stakeholders.