

CALIFORNIA COALITION AGAINST SEXUAL ASSAULT JOB ANNOUNCEMENT

Meeting and Events Coordinator

PURPOSE OF POSITION

Under the direction of the Associate Director, the Meeting and Events Coordinator coordinates and manages all the logistics for conferences, trainings, events, and leadership meetings for all departments at CALCASA. The Meeting and Events Coordinator is responsible for coordinating travel (in conjunction with CALCASA's travel agency) for trainers, speakers, consultants, and key participants/staff for these events. The Coordinator is also responsible for managing and coordinating the agency's events and training calendar to ensure continuity and effective planning and coordination within the agency and other key statewide/national partners of CALCASA. This position requires meeting planning experience (preferably with a trade association or statewide organization), excellent project management and organization skills, strong interpersonal and customer service skills, excellent negotiation skills, flexibility, and working knowledge of Microsoft Office software (e.g., MS Word, Excel, PowerPoint, Access, etc.). The Meeting and Events Coordinator should also possess an understanding of the accessible meeting planning and how to accommodate persons with disabilities in all meetings and events and/or have a willingness and aptitude to develop in this area. This position requires national and statewide travel for on-site coordination of meetings and events. Full-time, exempt position.

ESSENTIAL DUTIES

Meeting and Events Planning and Coordination:

- Work closely and collaboratively (as a team) with key project staff in the planning and development process of upcoming meetings/events. Communicate and assist in scheduling staff/team meetings for upcoming events/meetings/trainings, etc. Provide updates on planning process to key project staff regarding upcoming meetings/events.
- Coordinate, analyze, and negotiate contracts/bids for meeting and events sites (e.g., hotels, etc.) and vendors for these meetings/events (e.g., printers, conference bag manufacturers, etc.). Conduct meeting site visits as appropriate. Develop and manage bid processes as appropriate.
- Serves as key liaison for the meeting site (i.e., hotel) staff and ensures all contractual obligations are met, such as beverage/event orders (BEO's), audiovisual needs, meeting room set-up, schedules/conducts, etc. Participate in pre-con and post meetings and communicate with hotel staff regarding any concerns/needs/problems.
- Develop and/or manage budgets for meetings and events. Work closely and collaboratively with project directors and key staff regarding costs for each meeting/event. Review, analyze, and reconcile all bills/invoices from vendors/contractors for accuracy.
- Coordinate production of conference materials (e.g., registration materials, meeting brochures, program booklets, etc.) for meetings/events (in conjunction with appropriate project staff). Ensure the timely shipment/delivery of those materials for meetings/events. Work closely and collaboratively with project staff to provide content for appropriate conference materials.

- Coordinate travel and lodging logistics for trainers/speakers, consultants, and/or key participants/attendees for meetings/events. Develop and coordinate travel forms and reimbursement processes for these individuals. Work closely and collaboratively with CALCASA's travel agency and CALCASA's project/fiscal staff to ensure appropriate billing and reimbursement for these individuals.
- Coordinate and manage participant and presenter/trainer registration process for all meetings and events. Develop timelines for registration process with key project staff.
- Work closely and collaboratively with project staff in the development, review and analysis of the evaluation process for each meeting and event.
- Key meeting and events include but are not limited to: CALCASA's Annual Meeting and Leadership Conference; Campus Training and Technical Institutes; Executive Director Meetings/Trainings; Denim Day Event at the State Capitol; National Campus Steering Committee meetings; regional training events, and CALCASA Leadership Meetings (Board and various Board committees).

Master Calendar: Develop, coordinate, and maintain master calendar for CALCASA. Interface with all components to integrate their activities into CALCASA's general master calendar. Review and analyze timelines for events/meetings to ensure continuity, effective coordination and planning of resources (staff time, funds, etc.).

Additional Duties: Work closely with the Associate Director in the strategic development of program and events. Contribute to the professional tone and approach of CALCASA's events/meetings within the parameters of the agency's mission and philosophy. Other duties as assigned.

REQUIREMENTS

1. B.A. in related field. Extensive experience, demonstrated skills, and aptitude considered in lieu of education. CMP preferred.
2. Demonstrated experience (minimum of three years) in event/meeting planning, preferably in a trade association or statewide organization.
3. Knowledge and understanding of the accessible meeting planning and how to accommodate persons with disabilities in all meetings and events and/or have a willingness and aptitude to develop in this area.
4. Ability to effectively manage multiple priorities and projects simultaneously and ability to meet strict deadlines. Ability to identify and respond to shifting priorities. Must be a self-starter that can work within a team and fast-paced environment and handle a variety of tasks with multiple deadlines. Must be very detail-oriented and work with minimal supervision.
5. Excellent oral and written communication skills. Must possess excellent organizational and negotiation skills. Excellent customer service skills.
6. Demonstrated sensitivity and ability to collaboratively work with individuals and groups from diverse populations and organizations. Ability to maintain cooperative and professional demeanor with rape crisis centers, coalitions, agency staff/board, council members, vendors, consultants, allied professionals and the general public. Must be able to foster positive working relationships with people and creating an accessible environment.
7. Proficiency with MS Office software (e.g., MS Word, Excel, PowerPoint, Access, etc.).
8. Accept and abide by the mission and philosophy of CALCASA.

9. Must be willing to complete a California rape crisis center sexual assault victim counselor training, if not already completed in the past 3 years.
10. Availability to travel extensively statewide/nationwide, some overnights and weekends. Must possess a valid California driver's license, insurance, and reliable vehicle.

To apply:

Please submit cover letter, resume, salary history, and three professional references to:

California Coalition Against Sexual Assault (CALCASA)
1215 K Street, Suite 1100
Sacramento, CA 95814

Fax to 916-446-8166

E-mail to: jobs@calcasa.org

Deadline: Position is open until filled.

CALCASA makes reasonable accommodations for qualified individuals. All employment actions are based solely on an individual's qualifications without regard to race, color, sex, national origin, religion, cancer-related medical condition, disability, age, sexual orientation, veteran status, ancestry citizenship, or marital status.

CALCASA is an Equal Opportunity Employer