

## **JOB ANNOUNCEMENT**

### **Event Planner Sacramento Office**

#### **ABOUT CALCASA**

The California Coalition Against Sexual Assault (CALCASA) is a California-based, national nonprofit organization with a mission to provide leadership, vision, and resources to rape crisis centers, individuals, and other entities committed to ending sexual violence. CALCASA operates under an assumption that sexual violence is preventable. Our values and guiding principles are rooted in justice, being transformative and fearless, honoring culturally diverse perspectives and experiences and a belief that in collective power – we are stronger working together. CALCASA is a rotating host of the National Sexual Assault Conference and hosts statewide and regional trainings throughout California.

#### **PURPOSE OF POSITION**

This position falls under the general direction of the Director of Prevention. The Event Planner is responsible for the day-to-day management, development, coordination and implementation of CALCASA's Statewide Conference, Annual Meeting, regional, statewide and national conferences including the National Sexual Assault Conference. The Event Planner will serve as the point person for the coordination, planning, implementation and evaluation of the statewide/national conference, regional trainings, and CALCASA's Annual Meeting. We are looking for an Event Planner to oversee and organize events that will make an impact to a target audience. The Event Planner will ensure events are successful and cost-effective, paying attention to budget and time constraints. This is a full-time, exempt position based in our Sacramento office.

#### **ESSENTIAL DUTIES**

Under the direction of CALCASA's Director of Prevention, the Event Planner will be responsible for the following duties:

1. The overall coordination of regional trainings, the National Sexual Assault Conference (NSAC) and CALCASA's Statewide Leadership Conference/Annual meeting in the following areas:
  - Coordinate logistics including site selection and liaison with conference/training facilities and AV providers.
  - Oversee implementation of conference registration, and communicate with training/conference participants.
  - Manage various conference planning committees including scheduling of meetings, facilitating and maintaining communication with the committee members, etc.
  - Coordinate the program content.
  - Coordinate and design of the program/content of the plenary sessions/speakers and assist in the securing, contracting and arranging logistics of plenary and workshop speakers.
  - Coordinate solicitation of conference sponsors/funders.
  - Coordinate and design structure for the content/program of conference sessions/tracks integrating content from CALCASA staff.
  - Coordinate and design the program/content of the conference exhibit area along with coordination/selection/solicitation of vendors/exhibitors for the conference.
  - Ensure events are accessible to all participants.
  - Provide information to CALCASA management staff.

2. Will ensure the conference/project timelines will be met for:
  - content/program design
  - registration
  - communications
  - plenary sessions
  - management of key sponsors/funders
  - stakeholder advisory committees
3. Will ensure the conference and training events will be conducted within the budget guidelines for the areas that she/he is responsible for.
4. Assists in the recruitment and supervision of volunteers for the conference and/or training events as appropriate.
5. Will develop and submit necessary reports to CALCASA staff and funders.
9. Performs other duties as assigned. Contributes to the professional tone and approach of CALCASA.

## **REQUIREMENTS**

1. Minimum of 3 years experience in conference and event planning is required.
2. Event planning, design and production while managing all project delivery elements within time limits.
3. Ability to build productive business relationships.
4. Knowledge of key performance indicators and marketing techniques for event management.
5. Ability to maintain a professional work environment and relationship with employees, co-workers, management staff and CALCASA's constituents and partners.
6. Experience in negotiating and managing contracts and projects successfully.
7. Technical writing capabilities including grammar, spelling, and document design. Proven experience in developing materials appropriate in content and style to audience and type of publication.
8. Technological proficiency a must, including utilization of social media, online resources, new media etc. Applicants will be expected to demonstrate understanding of the various technologies deployed at CALCASA for public education, organizational and administrative tasks.
9. Must be organized, flexible, multi-task oriented, and detail oriented. Able to identify and respond to shifting priorities. A self-starter that can work within a team environment and handle a variety of tasks/projects with urgent deadlines. Able to manage time effectively and make independent decisions. Able to manage staff and project teams effectively.
10. Ability to maintain positive, cooperative and professional demeanor with rape crisis center staff and volunteers, CALCASA staff/board, vendors, Conference Managers, allied professionals, and members of the public. Skill and enjoyment in interacting with people and creating an accessible work environment.
11. Ability to travel in California and some national travel including overnights and some weekends.
12. Willingness to abide by the mission and philosophy of CALCASA.

**Position open until filled.**

**Please submit cover letter, resume, three references and a description of a minimum of two events/trainings/conferences that the candidate has managed to [jobs@calcasa.org](mailto:jobs@calcasa.org)**

**Posted April 17, 2019**

**CALCASA encourages applicants from a diverse pool of candidates including candidates of color, candidates with disabilities, candidates who identify with the LGBTQ community and others.**

**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***