



The League of California Cities invites your interest for the position of:

Associate Manager, Event Logistics

September 2022

Position Description

The League of California Cities is looking for a talented and professional Associate Manager of Event Logistics with a fierce attention to detail and a 'can do' attitude. This position performs a broad range of event logistics planning, including but not limited to, coordinating with hotel, conference facilities, vendor and audio-visual services personnel for events including:

- New Mayors and Council Member Academy
- Planning Commissioners Academy
- Mayors and Council Members Executive Forum
- Legislative Action Day(s)
- Annual Conference and Expo, including the Expo floor
- Committee Meetings
- California Reception events at National League of Cities Conferences

This role supports event production, manages and troubleshoots on-site event logistics, and executes strong customer service practices. The position will assist in identifying facilities, developing on-going business relationships, planning receptions, and will serve as the liaison between Cal Cities, event attendees, speakers, facilities, and vendors.

The Associate Manager of Event Logistics provides technical support for online conferences and meetings, including scheduling events in the online event software, Zoom, providing live support to attendees and speakers, and coordinating event rehearsals. The position will collaborate regularly with other Cal Cities staff regarding logistical support related to meeting and event planning.

Education & Member Services Department

The Education and Member Services Department is an important leader in providing city officials with opportunities to enhance their knowledge and expertise. Developing more than 30 different single- and multi-day meetings annually, the department delivers a variety of educational and networking programs that range in size from 100 to 2,500 attendees. Individual and collective contributions by team members reflect the department's commitment to quality programming, customer service and excellence.

Cal Cities

Headquartered in downtown Sacramento, since 1898 the League of California Cities has been an active partner in local government. Providing legislative advocacy, educational and informational services to cities, Cal Cities' mission is to enhance the quality of life for all Californians by protecting local control. Reflecting the diversity of California, each of Cal Cities' employees is a vital partner in the organization's mission and success.

Employment opportunities are located at: <https://www.calcities.org/join-our-team>

Reflecting the diversity of California, the League of California Cities is an equal opportunity employer.

Cal Cities Culture

Cal Cities is dedicated to creating a collaborative and inclusive environment where passionate professionals can thrive. We're looking for candidates who are focused, driven, and above all else, seeking deeper meaning in their work. If you also have a passion for public service, local government, advancing equity, and working with dynamic, talented teammates, this just might be the right place for you!

Qualifications & Experience

We seek a dynamic and experienced person to fill this critical role. The ideal candidate will have three (3) years of increasingly responsible experience in the areas of meeting and conference planning, logistics, hotel or convention sales and negotiations, event coordination, production planning and scheduling, or related experience. Two (2) years of hands-on experience and knowledge in meeting-related audio-visual technology within a professional business or non-profit setting. Associate's degree in a related field or Certified Meeting Professional certification is preferred.

Work Schedule and Travel

Cal Cities' normal workweek is Monday through Friday, 8:30 a.m. to 5 p.m.

Frequent overnight and multi-night travel via automobile or air is required in normal course of job duties.

Compensation & Benefits

Salary: Depending on qualifications.

Retirement: California Public Employees Retirement System (CalPERS) 2% at 60 for classic CalPERS members; 2% at 62 for new CalPERS members.

Deferred Compensation: Employees may defer compensation through Cal Cities', Mission Square 457 defined contribution plan.

Health/Dental/Vision Insurance: Employees participate in an optional benefit program that includes dental insurance, vision insurance and medical coverage selected from three HMO and two PPO plans.

Life Insurance: Employer-paid life insurance coverage for employees. Supplemental employee-paid coverage is available.

Other Benefits: Under employer's optional benefit program, employees may use a portion of their salaries on a pre-tax basis to cover childcare and/or certain health care expenses.

Vacation: Two weeks annually; three weeks after five years of service.

Holidays: Employees receive twelve paid holidays annually.

Sick Leave: Employees earn twelve days annually.

Recruitment/Decision Schedule

Recruitment for the Event Logistics Manager will be ongoing until the position is filled. The goal is to complete the recruitment process at the earliest opportunity and welcome the new team member on board as soon as possible.

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