



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

## **Event Coordinator**

February 2023

### **Cal Cities Culture and Mission**

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. Reflecting the diversity of California, each of Cal Cities' employees is a vital partner in the organization's mission and success. If you also have a passion for public service, local government, and working with dynamic, talented teammates, this is where you belong!

Headquartered in downtown Sacramento, since 1898 the League of California Cities has been an active partner in local government, providing advocacy, educational and informational services to cities. Cal Cities' mission is to enhance the quality of life for all Californians by protecting and expanding local control for cities through education and advocacy. Cal Cities has approximately seventy-five staff supporting its operations.

### **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.

### **Position Summary**

The League of California Cities is looking for a talented and professional Event Coordinator with a fierce attention to detail and a 'can do' attitude. This position performs a broad range of support duties in the realm of event logistics and event production for all Cal Cities conferences and events. The position will assist in identifying facilities, developing on-going business relationships, planning receptions, hotel and vendor coordination, and will serve as the liaison between Cal Cities and event attendees, speakers, facilities, vendors and other Cal Cities' staff regarding logistical support related to meeting and event planning.

### **Qualifications and Experience**

Associate degree in a related field is desired. One to two years of 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. One to two years of hands-on experience and knowledge in meeting-related audio-visual technology within a professional business or non-profit setting is preferred.

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.**

## Work Schedule and Travel

Cal Cities' normal workweek is Monday through Friday, 8:30 a.m. to 5:00 p.m. Travels as needed to locations throughout California in the performance of duties.

## Compensation and Benefits

**Salary:** Commensurate with qualifications and experience. Salary range \$49,978 - \$74,968

**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 Coordinator 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.