Rural Community Assistance Corporation

 **Job Description**

 ***Events Manager***

**Classification:***Grade G* **Department*:*** *Communications, Development & Events*

**Status:** *Exempt* **Supervisor*:*** *Communication, Development & Events Director*

**Organization**

Founded in 1978, RCAC is a 501(c)(3) nonprofit that provides training, technical and financial resources and advocacy so low-income rural communities can achieve their goals. For more than 40 years, our dedicated staff and active board, motivated by our core values: leadership, collaboration, commitment, quality and integrity, have helped effect positive change in rural communities across the West.

**Communications Development and Events (CDE)**

The CDE department is responsible for raising funds, managing all communications and coordinating events for the corporation. The Events unit within CDE supports more than 300 training workshops, conferences and other events, both internal and external.

**Job Description**

Manage Events staff and oversee all trainings, workshops and other events for RCAC. The Events Manager oversees the selection of workshop, conference and RCAC board meeting sites; assists with developing conference budgets; and analyzes federal regulations and per diem rates. The Events Manager also oversees training material development and marketing, registration processes, and reporting for online and in-person trainings, and ensures good communication between trainers, registrants and Events staff.

**Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation and work plan process.** **Examples of responsibilities and duties include, but are not limited to, the following:**

* *Oversee the selection of workshop, conference and board meeting sites -* initiate leads through convention bureaus to prospective hotels; review proposals; negotiate contracts; perform site inspection visits; select sites and coordinate with trainers; coordinate and negotiate rates for food, beverage and audio-visual needs; facilitate room requirements for trainers; provide on-site management; review bills for accuracy.
* *Maintain contacts* with government planners, hotel suppliers, convention and visitor bureaus; attend trade shows; maintain files on resources.
* *Maintain current information* on state and federal regulations governing travel, per diem rates and other conference-related expenses.
* *Supervise Events staff*; establish employee work plans and goals; train,coach,guide and provide feedback; conduct quarterly performance check-ins.
* *Ensure quality printed and electronic materials* are produced for a variety of audiences, including technical reports, workbooks, guides, handouts, flyers and email blasts.
* *Assist in the design* for training and workshop databases; oversee training registrations, reports and evaluation surveys.
* *Represent RCAC* at events, such as conferences and technical assistance provider trade fairs.

**Skills and Qualifications**

* Facilitation, mediation and meeting management skills
* Familiarity with rural and tribal community dynamics
* Ability to troubleshoot, innovate, and problem-solve
* Proficiency with computer software including Microsoft Office
* Ability to complete administrative and reporting requirements related to work responsibilities in a timely manner
* Ability to listen and communicate effectively, verbally and in writing
* Ability to work with minimum supervision and handle multiple priorities simultaneously
* Ability to work independently and as part of a team

**Preferred Education and Experience**

A combination of experience and education is necessary to qualify for the position. A typical qualifying combination may include:

Experience

Five years of applicable experience in event planning and management, including two years in a supervisory role (education may be substituted for part of the experience).

Preferred Education

Bachelor’s degree (additional qualifying experience may be substituted).

**Physical Job Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work performed in an office requires ability to operate computers and various pieces of office equipment, including telephone. Use may be moderate (average 2 hours per day) to heavy (4 or more hours per day).

While performing the duties of this position, the employee is frequently required to stand and/or sit for prolonged periods of time; walk; talk; hear; use hand to finger; handle; feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee may occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

This position also requires moderate (up to 5 days per quarter) automobile and airline travel, including overnight travel.

**Special Requirements:**

Possession of a valid driver's license and proof of insurance that meets the minimum requirements ($100,000/$300,000) of RCAC corporate liability policy will be required when traveling for business purposes.