***Rural Community Assistance Corporation***

**Job Description**

 ***Junior Meeting Planner***

**Classification:** *Grade* 8 **Department:** *Operations*

**Status:** *Non-Exempt* **Supervisor:** *Events Assistant Director*

**Organization**

Founded in 1978, RCAC seeks to collaboratively build the capacity of organizations that serve low-income people living in the rural West (13 states including Alaska and Hawaii). RCAC works in partnership with small rural and Indigenous communities and other local agencies to provide tools and resources necessary to improve their quality of life. RCAC offers a wide range of services to communities with fewer than 50,000 people including technical assistance and training for environmental infrastructure; affordable housing development; economic and leadership development; and financing to support community development. Since its inception, RCAC’s dedicated staff and active board have helped affect positive change in rural and Indigenous communities across the West.

**Events**

The Events unit coordinates more than 700 trainings, workshops, conferences, in-service and other events, both internal and external for all departments at RCAC.

**Job Description**

Identify sites for RCAC Board and staff meetings, in-service, workshops, trainings and conferences. Major responsibilities include, but are not limited to: secure meeting sites, arrange meals and other logistics, develop conference budgets, and analyze federal regulations and per diem rates. Junior meeting planner reports to the Events Assistant Director and contributes to the success of the Operations department.

**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:**

* Secure workshop, conference, in-service, and board meeting sites - initiate leads through convention bureaus to prospective hotels; review proposals; negotiate contracts; perform site inspection visits; coordinate with trainers to select sites; negotiate rates for food, beverage and audio-visual needs; secure rooms for trainers, staff and board; provide on-site conference management; review bills for accuracy.
* Resource network development - maintain contacts with government planners, hotel suppliers, and convention and visitor bureaus; attend trade shows; maintain files on resources.
* Conference budgets - estimate fixed and variable expenses; establish budget and recommend registration fees; track expenses and analyze bills.
* Analysis of Federal OMB Regulations – comply with current Federal OMB regulations as they relate to travel, per diem rates and other conference-related expenses.

**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 effectively prioritize multiple tasks
* Ability to work independently and as part of a team

**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 persons 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 two hours per day) to heavy (four 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 manipulate; 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 may require moderate (up to two days per month) automobile and airline travel, including overnight travel.

**Preferred Education and Experience:**

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

Experience:

Two or more years of any combination of progressively responsible meeting planning work experience (education may be substituted for part of the experience).

Preferred Education:

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

**Special Requirements:**

A certificate in meeting planning and/or a Certified Meeting Professional (CMP) designation is preferred.

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.

*RCAC is an equal opportunity employer and considers all employees and job applicants without regard to race, religion, color, gender, sex, age, national origin, disability, veteran status, sexual orientation, gender identity or marital status, or any other status protected by law. RCAC strives to reflect the diverse constituencies that the organization serves*.