**Rural Community Assistance Corporation **

3120 Freeboard Dr., Ste. 201

West Sacramento, CA 95691

**PHONE (916) 447-2854●FAX (916) 447-2878**

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| **JOB DESCRIPTION** |
| Job Title: | Training and Events Supervisor | Salary Grade: | 10 |
| Status: | Non-Exempt | Supervisor: | Assistant Director, Events |
| Unit: | Events | Department: | Operations |

*Founded in 1978, RCAC is a 501(c)(3) nonprofit that operates in 13 western states and Pacific Islands. RCAC serves Indigenous and rural communities through training, technical and financial resources, and advocacy so low-income rural communities can achieve their goals and visions. Throughout RCAC’s history, our dedicated staff and active Board have supported positive change in rural communities across the West. Our work reflects our core values of leadership, collaboration, commitment, quality, and integrity.*

**Department:**

The Operations Department under the direction of the Chief Operating Officer (COO) is responsible for the agency operations including building management, procurement, events, grants and contracts administration, staff operations, meeting planning and information technology. In addition, the operations teams support corporate initiatives such as wellness, training strategy, the Vector fund, and data and impact.

Corporate operations staff works to safeguard the reputation and the resources of RCAC, so the organization and its clients thrive. Staff work with internal and external clients in support of the work. The outcomes of operations work include compliance with regulations and cost containment in support services.

**General Purpose:**

Primary responsibility is to assist the Assistant Director Events and Events Manager with new and/or ongoing projects and daily operations. This position requires a strong working knowledge of RCAC platforms, tasks, systems, funders, vendors, and departments. The incumbent is to be self-motivated, possess the ability to work independently and adaptable to change in technology. This position has a strong leadership quality and assists in the training of Events staff and the creation of the unit’s standard operating procedures (SOP).

*Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation and work plan process. The statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all qualifications, responsibilities, duties, and skills required.*

**Job Duties and Responsibilities:**

* Work with the Assistant Director Events and Events Manager on new or existing projects, including updates to the project reporting, marketing, tracking, and meeting deadlines.
* Assist with designing training and workshop databases, reports, and evaluation surveys in collaboration with the Events Analyst.
* Help coordinate with Contract Managers and vendors to ensure projects are moving through the event process in a timely manner.
* Provide or assist necessary training and support staff with new software implementation or existing software enhancements.
* Provide on-site management at conferences and training workshops.
* Attend planning meetings and work with Contract Managers on specific programmatic deliverables and expectations.
* Proofread, edit, format, and manage printing for high volumes of written materials, ensuring quality control and timely delivery of training materials.
* Manage relationships with trainers and staff to ensure the highest standards are met for all trainings.
* Assist with the development or revision of Events policies and procedures.

**Supervision Exercised:**

* Supervise up to two staff members: establish employee work plans and goals; train,coach,guide and provide feedback; conduct quarterly performance check-ins.

**Minimum Qualifications and Necessary Requirements:**

* **EQUIVALENT**combination of education and experience can meet minimum qualifications*.*
* **EDUCATION:** High School Diploma or GED.
* **LICENSE/CERTIFICATION:** Valid driver’s license and proof of insurance that meets the minimum requirements ($100,000/$300,000) of RCAC corporate liability policy.
* **EXPERIENCE:** Five years of events administration experience. Proficiency with Microsoft office suite.

**Knowledge, Skills, and Abilities:**

* Proficiency with computer software including Microsoft Office Suite, with an emphasis on EXCEL, and the ability to successfully navigate and maintain current knowledge and skills working with technology.
* Project coordination experience.
* Ability to manage, coach, and train staff utilizing a facilitative leadership approach.
* Ability to proofread and edit documents.
* Ability to organize and prioritize work to meet deadlines.
* Ability to understand deliverables and program needs.
* Ability to troubleshoot, innovate, and problem-solve.
* Ability to listen and communicate effectively, verbally and in writing.
* Ability to work with minimum supervision and effectively prioritize multiple tasks.
* Ability to adjust and adapt quickly to different work situations and remain composed under pressure and in stressful situations.
* Strong project management skills.
* Strong attention to detail.
* Ability to maintain confidentiality and use discretion working with private and confidential information.

**Preferred Requirements:**

* Bachelor’s degree in event management, marketing, communication, or related field.
* Must pass a background investigation.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit and stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee occasionally is required to stand; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision requirements include close vision, distance vision, color vision, and depth perception.

**Working Conditions:**

Work is typically performed in an office with a moderate noise level. Evening and/or weekend work may be required.

**Employee’s Certification:**

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. I understand that this job description is subject to change by RCAC as the needs and requirements of the position change.

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Employee’s Signature Date

*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.*