

Event Planner
Academic Senate for California Community Colleges
JOB DESCRIPTION

CATEGORY: Full-time/Exempt

SUPERVISOR: Office Manager, Executive Director

LOCATION: Sacramento, California

Purpose:

Plans and/or assist in all aspects of meeting planning and administrative work unique to organization requiring initiative and independent judgment. Works independently under general direction. Handles problems and non-routine situations by determining the approach or action to take and interprets guidelines, procedures, policies and practices. Requires use of business vocabulary, tact, discretion and judgment.

Distinguishing Characteristics:

Primary duties are a combination of secretarial and administrative duties that require judgment in setting priorities, interpreting policy, and utilizing knowledge of policies and priorities of work.

Example of Duties:

- Plans and arranges conferences or meetings under general instructions from supervisor; lead and/or assist in all aspects of meeting planning including site selection, contracts, registration, communication of event details to attendees, managing on-site convention arrangements, meal/audiovisual arrangements, shipping of program materials, scheduling events, basic budget reconciliation and post-meeting billing. Travel is required approximately 50% of the time.
- Researches, summarizes and analyzes information; calculates statistics and compiles data to prepare special and recurring reports containing specialized or sensitive information following supervisor's general direction; selects relevant information from a variety of sources.
- Implements new policies, procedures or practices impacted by decisions made by supervisor at meetings and conferences. Performs a variety of administrative and/or secretarial support activities for supervisor such as composing replies to correspondence on own initiative, interpreting and explaining established policy and procedure in response to inquiries from a variety of sources, summarizing reports and information to facilitate review by superior and investigating, evaluating and resolving problems within scope of position.
- May supervise, monitor or coordinate the activities of others.
- Other duties as assigned.
- May also be responsible for designing event marketing campaigns, collateral materials, and programs. Additional design responsibilities are assigned based on the needs of the event.

Knowledge, Skills and Abilities:

- Must be team player and have excellent interpersonal skills.
- Must be highly proficient in Word, Excel and Powerpoint
- Ability to effectively communicate.
- Knowledge of basic accounting/budgeting procedures.
- Knowledge of standard office policies and procedures.
- Skill in developing and maintaining good working relationships.
- Skill in English composition, grammar, spelling and punctuation.
- Ability to problem solve and make decisions.

Minimum Qualifications:

- Requires AA degree or 3-5 years related experience as administrative assistant. Additional education may be substituted for experience.
- Ability to perform rudimentary arithmetic calculations.
- Ability to use computer for data entry, word processing and spreadsheet applications.
- Any equivalent combination of experience, training and/or education approved by Executive Director.