

Rural Community Assistance Corporation
Job Description

Events Manager

Classification: *Grade 12*

Department: *Operations*

Status: *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

The Events Manager manages the Events Supervisor, Program Materials Coordinator, Events Coordinator and Administrative Assistant; provides oversight for 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 excellent communication between trainers, registrants, and Events staff. The Events Manager will report to the Events Assistant Director and contribute 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:

- Manage, supervise staff in the Events Department.
- Plan, organize and coordinate large summits, conferences and meetings creating timelines and workflow for success, including sourcing, negotiation of contracts, site inspections, food & beverage, audio visual, and provide onsite management.
- Oversee technology (APP's, SMS texting) for in person trainings and large conferences.
- Oversees the execution of training/workshop logistics for all events.
- Proficiency in multiple platforms (Moodle, GTT, GTM, Xcatalyst, and Zoom)
- Provide on-site management at conferences, summits, workshops and trainings

- Represent RCAC at networking and outreach events, such as conferences and technical assistance provider trade fairs.
- Work with all Contract Managers, and all Lead implementors for success with all trainings, virtual and in person.
- Oversee the Website Training Page, ensuring the links are functional and content is relevant
- Moderator for internal and external workshops and trainings
- Manages all RCAC Swag development, budget, expenses and shipping for internal and external purposes
- Trains and provides technical support for new staff on RCAC platforms

Skills and Qualifications

- Certified Meeting Planner (CMP)
- Understand Government per diem rates
- Facilitation, mediation and meeting management skills
- Familiarity with rural and indigenous community dynamics
- Ability to troubleshoot, innovate, and problem-solve
- Proficiency with computer software including Microsoft Office suite
- 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

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.

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).

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.

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.

RCAC employees are federally mandated to be vaccinated against COVID-19 as a condition of employment, subject to reasonable accommodation as required by law.