



JOB DESCRIPTION

Job Title: Meeting & Events Coordinator
Department: Communications
Reports To: Meeting & Events Manager
Classification: Regular, Full Time Exempt
Supervisory responsibility: No
Position Start Date: ASAP
Salary Range: Depending on Experience

Position Summary

The Meetings & Events Coordinator is responsible for supporting high-profile events for Visit California. Events will include meetings, educational forums, conferences and more in both the United States and internationally. This position is an integral part of the Visit California team. You will collaborate with all departments in creating impactful events that align with specific event objectives and overall business strategy.

Specific responsibilities include

- Support the Meeting & Events Manager in the production of industry and consumer events
- Research, organize and sometimes attend events
- Manage events budget, contracts and purchase authorizations related to events expenses
- Maintain third-party vendor relationships
- Measure event success by evaluating analytics such as audience reached, event feedback and other measureable metrics

Key Duties & Responsibilities

Estimated % of Time:

Activity

30%

Support the Meeting & Events Manager in planning and executing a variety of high-level/high-impact Visit California meetings and events including, but not limited to:

- Commission Meetings, Marketing Committee Meetings, Executive Committee Meetings.
- Industry Events
- Global Visit California Special Events/Trade Shows
- Educational Forums
- Media Events
- Award Events including the purchase of all awards, material displays and management, and providing strategic support for the creation of the award presentation

30%

Provide general administrative support to the events department, including, but not limited to, research, soliciting competitive bids, contract routing, spreadsheet management, budget keeping and invoice processing.

20%	Work closely with the Creative Services Manager in the production of invitations, brochures, outreach materials and other promotional materials and brochures in relation to CTTC meetings, educational forums and special events adhering to CTTC brand standards.
10%	Maintain accurate event/meeting sponsorship records as well as ensure quality exposure to all meeting and event sponsors. Review all venue- and event-related contracts for all departments while managing the Event and Meeting budgets.
10%	Other duties as assigned.

Essential Qualifications

To perform this job successfully, an individual must be able to perform each key duty satisfactorily:

- Education equivalent to a Bachelor’s Degree or higher in marketing, recreation, tourism, communications, or related field a plus
- Ability to travel to events
- Proactive, positive attitude with exceptional problem-solving skills
- Meticulous attention to detail while keeping the big picture in view
- High level of accountability and responsibility
- Excellent communication and interpersonal skills
- Self-motivated with a strong sense of accountability
- Ability to communicate and work well with others in a professional office environment
- Strong organizational skills
- Ability to handle multiple tasks and meet deadlines
- Strong writing and interpersonal skills

Compensation

In addition to salary, Visit California offers medical, dental, vision, disability, sick and vacation leave, and a 401k plan.

How to Apply

Please send your cover letter, resume, excerpts of your events portfolio and salary requirements to Sacramento Staffing Agency at help@sacramentostaffingagency.com.