



COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

EVENTS AND SPONSORS ASSOCIATE

The Events and Sponsors Associates supports the Community College League of California's Meeting and Events team through detailed and organized coordination of logistics to ensure the events' successes. This includes planning, implementing, and evaluating logistical and attendance elements; providing excellent customer service to League members in advance of and at events; and serving as a knowledgeable point of contact for Corporate Partners.

CORE DUTIES:

- **Event Planning:** Work with Meetings & Events Manager to collaborate with League colleagues to conceptualize, plan, and organize the logistics and décor for the organization's many educational events such as conferences, workshops, seminars, and professional development programs and offerings.
- **Logistics Management:** Work with Meetings & Events Manager to coordinate all logistical aspects of events, including pre-event planning and onsite support, registration, program review and proofing, participant communications, vendor coordination, and other conference needs.
- **Marketing and Promotion:** Work with Meetings & Events Manager to collaborate with the communications and marketing team to develop and implement event marketing strategies and promotional materials, and create and manage online registration and ticketing platforms.
- **Participant Engagement:** Implement strategies to maximize participant engagement, including networking opportunities, interactive sessions, and post-event follow-up.
- **Stakeholder Management:** Establish and maintain relationships with key stakeholders, including: planners, speakers, Corporate Partners, sponsors, and vendors, to ensure their involvement in and support of events and League programming. Work with the Chief Operating Officer to solicit new and renewed Corporate Partnerships and brainstorm strategic plans for sponsorship/partner benefit packages.
- **Evaluation and Reporting:** Collect participant feedback, analyze event success metrics, and provide reports to assess the impact and effectiveness of educational events.

KNOWLEDGE, SKILLS, AND ABILITIES (REQUIRED):

- Demonstrated success coordinating with key staff and planning, developing procedures, and meeting budget goals.
- Excellent project management skills, and the ability to manage complex timelines and multiple concurrent projects.
- Ability to work both independently and as part of a team.
- Excellent interpersonal, communication, time management, and customer service skills. Must be well organized and detail oriented. Exceptional customer service skills with the ability to cultivate partnerships.
- Demonstrated confidence in making strategic decisions, good judgment, and innovative and creative problem-solving skills.
- Knowledge of Microsoft Office suite, and cloud applications such as Google Docs and Box.
- Ability to interact and successfully collaborate with a broad spectrum of contributing groups and customers.

DESIRED QUALIFICATIONS:

- Coordination and planning of professional conferences/events experience.
- Knowledge of the California Community College system.
- Preferred customer relations management (CMS) or learning management systems (LMS) knowledge.
- Must be comfortable with technology such as Microsoft Word, Excel, Outlook, conference event tools such as Cvent, and web-based tools.

OTHER EXPECTATIONS:



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- This position will travel to and staff approximately 15-20 multi-day, out of town events and meetings per year. This is an hourly position with paid overtime, as needed.
- Due to the hands-on, interactive nature of this position, work will be in-person, primarily located at the Sacramento office or on-site at events. Remote work may be available when appropriate.
- Supervision Received: This position reports to the Meetings and Events Manager and is a member of the District Services team.
- Supervisory Responsibility: None

SALARY:

- \$65,500 – 70,000 annually

About the Community College League of California

The Community College League of California (CCLC) is a nonprofit public benefit corporation whose voluntary membership consists of the 73 local public community college districts in California. We support locally elected trustees and community college CEOs to serve their students and communities by advocating on their behalf at the state and federal levels, providing continued professional development, and delivering services that employ economies of scale to minimize cost.

As the professional membership association of the California Community College (CCC) districts, our mission is to empower our members to transform the lives of California's diverse students and strengthen communities statewide through advocacy, leadership development, district services, coalition building, and policy advancement. Our vision is to position California Community Colleges as the global model for community-based public higher education with an unparalleled commitment to access, equity and achievement.