



COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

EVENTS AND SPONSORS ASSOCIATE

The Events and Sponsors Associate supports the Community College League of California's Meeting and Events team in facilitating events through detailed and organized coordination of logistics to ensure successful events. Position responsibilities include 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:

- **Registration Coordination:** Build and manage registration for League events and those of our fiscal partners. This includes responding to registrant emails in a timely manner, managing requests for changes, cancellations, discounts, and more. In this capacity, this position works closely with the fiscal team in tracking payment and issuing refunds.
- **Event Planning:** Work with Meetings & Events Manager to collaborate with League colleagues to conceptualize, plan, and organize project logistics for the organization's many educational events such as conferences, workshops, seminars, and professional development programs and offerings. Work with other League teams including: Education Services, Communications, and Government Relations to coordinate timing of their efforts in conjunction with the event timeline and event specific needs.
- **Logistics Assistance:** Assist the 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.
- **Participant Engagement:** Implement strategies to maximize participant engagement, including networking opportunities, interactive sessions, and post-event follow-up.
- **Evaluation and Reporting:** Collect participant feedback, analyze event success metrics, and provide reports to assess the impact and effectiveness of educational events.
- **Sponsorship Fulfillment:** 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.

KNOWLEDGE, SKILLS, AND ABILITIES (REQUIRED):

- Excellent project management skills, and the ability to manage complex timelines and multiple concurrent projects using various technologies and calendaring and tracking resources.
- Ability to work both as part of a team and independently.
- 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.
- Must be proficient with technology including Microsoft suite, Google suite, cloud-based storage (such as Box), conference event tools and event apps (including Cvent), and other web-based tools that support event project management.
- Ability to interact and successfully collaborate with a diverse population of contributing groups and customers.

PREFERRED QUALIFICATIONS:

- Coordination and planning of professional conferences/events experience.
- Knowledge of the California Community Colleges.
- Preferred customer relations management (CMS) or learning management systems (LMS) knowledge.

OTHER EXPECTATIONS:

- This position will travel to and staff approximately 15-20 multi-day, out of town events and meetings per year.
- 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.



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- Can provide a valid CA Driver's License.
- Supervision Received: This position reports to the Meetings and Events Manager.
- Supervisory Responsibility: None

SALARY:

- \$55,500 – 60,000 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.