

**CALIFORNIA PRIMARY CARE ASSOCIATION
JOB DESCRIPTION
ASSOCIATE DIRECTOR OF EVENTS**

Classification: Full-time, Exempt

Reports to: Deputy Director of Communications and Events

Association's Mission:

CPCA's mission is to lead and position community clinics, health centers and networks through advocacy, education, and services as key players in the health care delivery system to improve the health status of their communities.

Purpose of position: The Associate Director of Events is responsible for overseeing the coordination and implementation of the California Primary Care Association's events, large-scale meetings, and conferences that enhance the mission of the California Primary Care Association.

Primary Responsibilities:

1. Provide oversight and management for CPCA's events, large-scale meetings, and conferences. This includes overseeing activities that are delegated to other staff, identifying the work plan and timeline for each project, engaging partners and staff where necessary and ensuring that the project timelines and deliverables are achieved and projects stay within a budget. Position serves as primary contact for venue staff both prior to and during events.
2. Responsible for the ongoing quality improvement of various projects and activities as necessary.
3. Directly oversee the CPCA annual conference, including convening the CPCA conference planning committee, tracking all conference expenses and budget items, developing and executing the design for the CPCA booth(s), as well as the identification and contracting of keynote speakers.
4. Oversee all logistical details for CPCA events including facilities and details such as decor, catering, entertainment, transportation, location, invitee lists, special guests, equipment, audio/visual, etc.
5. Ensure compliance with religious, insurance, legal, health and safety obligations for all in-person events and trainings.
6. Support Training Team by securing appropriate venues for in-person trainings, including contract negotiations for meeting room space, hotel room blocks, food and beverage order, and audio-visual equipment. Track expenses to comply with budget allocation.
7. Plan and execute quarterly Board of Directors meetings and coordinating receptions.
8. Work with CPCA's CEO and staff to produce staff appreciation events twice a year.

Additional Responsibilities

1. Participates in CPCA's organizational teams
2. Attends and participates in all staff meetings of the Association
3. Reports regularly to the Deputy Director of Communications and Events
4. Participates in Association events and represents the Association as requested
5. Other duties as assigned

Skills and Talents required:

1. Effective oral and written communications
2. Event management experience
3. Effective logistical coordination skills
4. Efficient time management
5. Ability to identify problems and resolve issues timely
6. Proficient in commonly used software products and databases

Education and Experience:

Bachelor's degree required. A minimum of five years of experience in event coordination and facilitation. Familiarity with community health centers and member driven associations is highly preferred.