



CALACT Education & Event Program Manager

Job Description

Job Title:	Education & Event Program Manager
Job Location:	Sacramento
Reports To:	Executive Director
Hours:	40 hours a week
Salary Range:	\$70,000 to \$83,000 plus medical, dental, vision, two weeks sick leave and vacation

SUMMARY

The California Association for Coordinated Transportation (CalACT) is hiring a skilled Education and Event Program Manager. The association is looking for an individual with experience and aptitude in event or meeting planning and vendor relations. CalACT is an innovative, award-winning non-profit that advocates for and supports California transit agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan and complete training workshops and webinars for members and stakeholders.
- Facilitate conference committee meetings to develop the conference educational sessions.
- Works with Executive Director to plan and execute training workshops and webinars
- Coordinate all aspects of the planning and executing in-person workshops, webinars and conferences, including site selection, contract negotiation, logistics, and on-site management.
- Develop and manage project timelines, ensuring all milestones are met.
- Oversee the development and implementation of training and conference schedules, collaborating closely with internal teams and external partners.
- Source, negotiate, and manage relationships with vendors, including venues, Exhibit and AV providers, caterers, and ensure all vendor deliverables meet CALACT standards and budget constraints.
- Work with transportation manufacturers and suppliers to register and take part in CALACT vendor shows.
- Work with third party exhibit company and hotel to set up a bus show during the conference
- Develop and manage conference budgets, tracking all expenses and ensuring cost-effective events.
- Provide regular budget updates to the Executive Director as requested.
- Design and implement plans to enhance the attendee experience, including registration processes, accommodations, customer service and evaluations.
- Develop promotional materials and flyers to encourage conference attendance.
- Manage the conference and training website, online registration system, and app for conference attendees

- Demonstrates strong leadership and managerial competencies, including integrity, accountability, communication skills and commitment to teamwork and excellence in responsibilities such as reviewing orders hotel and vendor contracts.
- Assists Accounting staff to record and reconcile conference and sponsorship payments.
- Ensure records are maintained and kept up to date for program review and audits.
- Makes recommendations to the Executive Director on policies and procedures as needed to ensure the success and compliance of all educational events.
- Assists CALACT team with other duties as needed.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Event Planning and Contract Negotiation
- Ability to establish and maintain effective relationships with members, associate members, guest speakers and vendors
- Ability to understand and meet customer and member needs
- Ability to simultaneously manage multiple tasks and events within an established budget and varying deadlines
- Ability to effectively communicate verbally and in writing with correct English
- Ability to perform basic math
- Ability to work independently, be a self-starter, and energetically approach tasks assigned.
- Ability to demonstrate good common sense and sound judgment.
- Flexibility to adapt to all situations and work varied hours; possibly work weekends or evenings.
- Ability to perform at high levels in a fast-paced ever-changing work environment.
- Ability to anticipate work needs and follow through with minimum direction.

EDUCATION and/or EXPERIENCE

- Bachelor's Degree in Event Planning and Management, Business, Hospitality, Communications or Marketing is preferred. Degrees in other related disciplines, or commensurate experience may be considered.
- Certified Meeting Professional (CMP) designation desired or ability to acquire the certification.
- Four to Five years' experience in education and event planning.
- Proficiency in event management software and conference applications is preferred.
- Strong communication and interpersonal skills.
- Ability to work independently in a demanding environment and as part of a team.
- Ability to travel to all Association events.

COMPUTER SKILLS

Experience with word processing, spreadsheets, registration programs, conference applications, database software preferred. Microsoft Office (Word & EXCEL) skills are required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must regularly stand, walk; use hands to manipulate, handle or feel; reach with hands and arms; and talk or hear. The employee must often sit. The employee must occasionally climb or balance; stoop, kneel crouch or crawl; and smell. The employee must often lift to 30 pounds. The employee must occasionally lift to 50 pounds. This position requires overnight travel throughout the State and outside the State requiring the use of their personal vehicle. Must have vehicle license and insurance. hybrid Work Schedule

ORGANIZATION

CALACT is a statewide, non-profit organization that has represented the interests of small, rural, and specialized transportation providers since 1984. Our membership is made up of individuals and agencies from diverse facets of transportation, including operators of small and large systems, planning and government agencies, social service agencies, suppliers, and consultants.

CalACT is governed by a member-elected [Board of Directors](#), who volunteer their time and expertise, and managed by a [professional staff](#) according to an adopted set of [bylaws](#) and adopted by members.

EQUAL EMPLOYMENT OPPORTUNITY

CALACT is committed to a workplace that supports equal opportunity employment and inclusion regardless of but not limited to race, religion, color, national origin, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity diversity, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected class.

DISCLAIMER STATEMENT

The above statements are intended to describe the general nature and level of work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so qualified.

APPLICATION PROCESS

Please send a resume and cover letter with a statement of qualifications, educational training and conference planning experience, budget experience and membership service organizations to Jacklyn Cuddy at jacklyn@calact.org. If you have any questions about the position, please call Jacklyn at 916-920-8018 or email jacklyn@calact.org.

The position will be left open until filled.