**Rural Community Assistance Corporation **

3120 Freeboard Dr., Ste. 201

West Sacramento, CA 95691

**PHONE (916) 447-2854●FAX (916) 447-2878**

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| **JOB DESCRIPTION** |
| Job Title: | Junior Meeting Planner | Salary Grade: | 8 |
| Status: | Non-Exempt | Supervisor: | Assistant Director, Events |
| Unit: | Events | Department: | Operations |

*Founded in 1978, RCAC is a 501(c)(3) nonprofit that operates in 13 western states and Pacific Islands. RCAC partners with underserved rural and Indigenous communities to achieve their vision and wellbeing through technical assistance, training, financial resources and advocacy. Throughout RCAC’s history, our dedicated staff and active Board have supported positive change in rural communities across the West. Our work reflects our core values of leadership, collaboration, commitment, quality, and integrity.*

**Department:**

The Operations department under the direction of the Chief Operating Officer (COO) is responsible for the agency operations including building management, procurement, events, grants and contracts administration, staff operations, meeting planning and information technology. In addition, the operations teams support corporate initiatives such as wellness, training strategy, and the Vector fund.

Corporate operations staff works to safeguard the reputation and the resources of RCAC, so the organization and its clients thrive. Staff work with internal and external clients in support of the work. The outcomes of operations work include compliance with regulations and cost containment in support services.

The Events unit coordinates more than 700 training sessions, workshops, conferences, in-service and other events, both internal and external for all departments at RCAC.

**General Purpose:**

Under general supervision of the Assistant Director, Events.

Identify sites for RCAC Board and staff meetings, in-service, workshops, trainings and conferences. Major responsibilities include, but are not limited to secure meeting sites, arranging meals and other logistics, developing conference budgets, and analyzing federal regulations and per diem rates. Junior meeting planner reports to the Events Assistant Director and contributes to the success of the Operations department.

*Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation and work plan process. The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all qualifications, responsibilities, duties and skills required.*

**Job Duties and Responsibilities:**

* Secure workshop, conference, in-service, and board meeting sites.
* Initiate leads through convention bureaus to prospective hotels.
* Review proposals; negotiate contracts; perform site inspection visits; coordinate with trainers to select sites; negotiate rates for food, beverage and audio-visual needs; secure rooms for trainers, staff and board; provide on-site conference management; review bills for accuracy.
* Maintain contacts with government planners, hotel suppliers, and convention and visitor bureaus
* Attending trade shows.
* Maintain files on resources.
* Estimate fixed and variable conference budget expenses.
* Establish conference budget and recommend registration fees.
* Track expenses and analyze bills.
* Ensure compliance with current Federal OMB regulations as they relate to travel, per diem rates and other conference-related expenses.

**Supervision Exercised:**

* No supervisory responsibilities

**Minimum Qualifications and Necessary Requirements:**

* **EQUIVALENT:** Combination of experience and education is necessary to qualify for the position.
* **EDUCATION:** High School Diploma
* **LICENSE/CERTIFICATION:** Valid driver’s license and proof of insurance that meets the minimum requirements ($100,000/$300,000) of RCAC corporate liability policy.
* **EXPERIENCE:** Two or more years of any combination of progressively responsible meeting planning work experience (education may be substituted for part of the experience).

**Knowledge, Skills, and Abilities:**

* Facilitation, mediation and meeting management skills
* Familiarity with rural and tribal community dynamics
* Ability to troubleshoot, innovate, and problem-solve
* Proficiency with computer software including Microsoft Office
* Ability to complete administrative and reporting requirements related to work responsibilities in a timely manner
* Ability to listen and communicate effectively, verbally and in writing
* Ability to work with minimum supervision and effectively prioritize multiple tasks
* Ability to work independently and as part of a team

**Preferred Requirements:**

* Education: Bachelor’s degree (additional qualifying experience may be substituted).
* Must pass a criminal background investigation prior to employment.

**Physical Demands:**

While performing the duties of this job, the employee regularly is required to sit and stand; walk, use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Working Conditions:**

Work is typically performed in an office with a low to average noise level. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required. Travel will be required.

**Employee’s Certification:**

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. I understand that this job description is subject to change by RCAC as the needs and requirements of the position change.

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Employee’s Signature Date

*RCAC is an equal opportunity employer and considers all employees and job applicants without regard to race, religion, color, gender, sex, age, national origin, disability, veteran status, sexual orientation, gender identity or marital status, or any other status protected by law. RCAC strives to reflect the diverse constituencies that the organization serves.*