



The League of California Cities® invites your interest for the position of:

Conference Logistics Coordinator I

May 2019

Position Description: Conference Logistics Coordinator I

Performs a broad range of event logistics planning, including but not limited to coordinating with hotel, conference facilities, vendor and audio-visual services personnel. Supports event production; manages and troubleshoots on-site event logistics. Assists in identifying facilities and developing on-going business relationships; plans receptions; serves as liaison between the League, event attendees, speakers, facilities, and vendors. Collaborates with other League staff related to meeting planning; and performs related duties as assigned.

Education & Member Services Department

The Education and Member Services Department is an important leader in providing city officials with opportunities to enhance their knowledge and expertise. Developing more than 30 different single-and multi-day meetings annually, the department delivers a variety of educational and networking programs that range in size from 100 to 2,500 attendees. Individual and collective contributions by team members reflect the department's commitment to quality programming, customer service and excellence.

The League

Headquartered in downtown Sacramento, since 1898 the League of California Cities® has been an active partner in local government. Providing legislative advocacy, educational and informational services to cities, the League's mission is to enhance the quality of life for all Californians by protecting local control. Reflecting the diversity of California, each of the League's employees is a vital partner in the organization's mission and success

Qualifications & Experience

We seek a dynamic and experienced person to fill this critical role with the League of California Cities. Associate's degree in a related field or Certified Meeting Professional certification is preferred. Three (3) years of increasingly responsible experience in the areas of meeting and conference planning, logistics, hotel or convention sales and negotiations, event coordination, production planning and scheduling, or related experience. Two (2) years of hands-on experience and knowledge in meeting-related audio-visual technology within a professional business or non-profit setting.

Employment opportunities are located at: www.cacities.org/employment

Reflecting the diversity of California, the League of California Cities is an equal opportunity employer.

Work Schedule and Travel

The League's normal workweek is Monday through Friday, 8:30 a.m. to 5 p.m. Frequent overnight and multi-night travel via automobile or air is required in normal course of job duties.

Compensation & Benefits

Salary: Depending on qualifications.

Retirement: California Public Employees Retirement System (CalPERS) 2% at 60 for classic CalPERS members; 2% at 62 for new CalPERS members.

Deferred Compensation: Employees may defer up to \$19,000 per year through the League's ICMA/RC defined contribution plan.

Health/Dental/Vision Insurance: Employees participate in an optional benefit program that includes dental insurance, vision insurance and medical coverage selected from three HMO and two PPO plans.

Life Insurance: Employer-paid \$50,000 life insurance coverage for employees. Supplemental employee-paid coverage is available.

Other Benefits: Under employer's optional benefit program, employees may use a portion of their salaries on a pre-tax basis to cover childcare and/or certain health care expenses.

Vacation: Two weeks annually; three weeks after five years of service.

Holidays: Employees receive twelve paid holidays annually.

Sick Leave: Employees earn twelve days annually.

Recruitment/Decision Schedule

Recruitment for the Conference Logistics Coordinator I will be ongoing until the position is filled. The goal is to complete the recruitment process at the earliest opportunity and welcome the new team member on board as soon as possible.

Application Procedure

Please submit a cover letter, resume and salary requirements to:

- careers@cacities.org
- Enter "Conference Logistics Coordinator I" in the subject line.

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