



California Association for Bilingual Education

JOB TITLE: ASSISTANT DIRECTOR OF PROGRAMS AND EVENTS

Application Deadline: September 12, 2022

The California Association for Bilingual Education (CABE) is a non-profit organization dedicated to promoting biliteracy, multicultural competency and educational equity for all students in California, with a focus on English Learners and Multilingual Learners, in school settings. CABE works with organizations and partners statewide advocating for academic success and equity for students and their families with diverse cultural, racial, and linguistic backgrounds.

POSITION DESCRIPTION

The Assistant Director of Program and Events will promote and support the CABE vision of Biliteracy, Multicultural Competency and Educational Equity for All. They are responsible for implementing and supporting Program and Events projects in collaboration with and under the leadership of the Director of Programs and Events. The Assistant Director will support the Program and Events team in a variety of aspects of conference and event planning such as programming, contracting with keynote and featured speakers, registration, venue set up, catering, lodging, exhibitors, registration, brochure development, and coordination with team members. This position requires strong administrative experience, organizational and management ability, and compassionate leadership and management skills. The Assistant Director will possess excellent communication and creativity abilities and have experience in collaborating with culturally and linguistically diverse colleagues, participants, and partners.

ESSENTIAL JOB DUTIES

CABE Vision

- Actively support CABE's vision of Biliteracy, Multicultural Competency and Educational Equity for All
- Advance the CABE vision, strategic plan, and priorities

Key Characteristics

- Strong organizational experience within an educational setting or non-profit organization
- Experience integrating technology skills to enhance work and productivity
- Experience in managing contracts, time sheets, and other management processes
- Familiarity in planning for, supporting and contributing to conferences and special programs and events

- Experience and providing guidance and support to Programs and Events and problem solving and applying solutions
- Ability to lead, collaborate and work with team members
- Experience with time management while working within a timeline for task completion to prioritize, multi-task & meet deadlines
- Experience in establishing schedules and routines for meetings and venue visits
- Assist the Director of Programs and Events with logistics and contracts of venues.
- Support with exhibitor communication, registration, floor plans, and other necessary details
- Coordination with the staff on workshops institutes, keynote, and featured speakers for CABE conferences and process Keynote and Featured Speakers' agreements
- Support of conference registration team and system for annual and regional conferences in conjunction with accounting team
- Coordination of and support with the development and creation of the conference program and other materials
- Able to communicate with multilingual/multicultural clients and partners, filing, copying, and preparing materials for workshops and meetings and organizing materials
- Oversight of projects to keep Programs and Events Teams on task to meet deadlines.
- Guidance and supervision of Conference Specialist and Event Support Specialist
- Management of the Roles & Responsibilities assignment for annual conference
- Management of support team members and scheduling for conferences and events in-person and virtually
- Management of and follow up with partners' conference presentations, participation, and registrations
- Weekly planning meetings with Director of Programs and Events
- Perform other duties as assigned

JOB REQUIREMENTS

- Experience in working in a work setting in a leadership role
- Ability to exercise sound judgment, interpret and communicate policies and procedure, model norms of behavior that reflect high expectation
- Skill in working with educational organizations and/or non-profit organizations, partnering with educational leaders, communicating with multilingual/multicultural community members, using up to date technology tools, and implementing a business plan
- Knowledge/Awareness of another language, the California public school system, and program and events models
- Ability to work independently, interdependently, and collaboratively in in-person and remote work settings, with a richly diverse team of individuals and partners
- Communicate effectively verbally and in written form, exercise sound judgment, interpret and communicate policies and procedure, model norms of behavior that reflect high

expectations, travel to various schools, districts, and conference/event locations, work some weekends and extended hours.

- Physical abilities include standing and sitting for extended periods, talking/hearing, near and far visual acuity, pushing/pulling, lifting reaching, carrying, field of vision, fine manual dexterity

INTERPERSONAL SKILLS

- Continue to develop and strengthen CABE's professional profile and customer service
- Exemplify qualities that represent CABE's values of equity, servant leadership, respect, cultural and linguistic human rights, and integrity
- Approach work with a positive, collaborative, solution-based, and creative approach
- Exercise sound judgment, interpret and communicate policies and procedures, model norms of behavior that reflect CABE's high expectations for its team members

QUALIFICATIONS

- Meet job requirements as listed above
- Possess an AA degree or above and/or experience equivalent
- Minimum 5 years of event planning experience
- Technology proficiency in MS Office, Google Folders, DropBox, Teams, Formsite, Video Meeting Platforms, i.e., Zoom and possess an ease in learning and using programs effectively
- Ability to travel regularly
- Possession of a valid California driver's license
- Bilingual in English and Spanish preferred

COMPENSATION

- Salary commensurate with experience
- Full time (exempt)
- Medical, dental, vision, life insurance and 403 (b) retirement plan
- Mileage and travel reimbursement as per CABE's "Travel and Business Expense Guidelines"
- Cell phone allowance

To apply, please complete an application at:

<https://fs3.formsite.com/cabeforms/form155/index.html>

- Applications must include a Resume/Curriculum Vitae, Letter of Introduction and three letters of reference within the last two years