



JOB TITLE: Event Coordinator, Program and Events

The California Association for Bilingual Education (CABE) is a non-profit organization dedicated to promoting biliteracy and quality educational experiences for all students in California, with a focus on English 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 Event Coordinator will play an integral role in the planning, coordination, and execution of a diverse range of events and programs. This role demands a highly organized, detail-oriented professional with exceptional communication skills and a strong ability to manage multiple projects simultaneously. The Event Coordinator will be responsible for managing key aspects of event logistics, maintaining strong relationships with exhibitors and sponsors, and supporting the overall marketing and operational efforts of the events.

ESSENTIAL JOB DUTIES

CABE Vision

- Actively support CABE's vision of biliteracy, educational equity, and 21st century success for all, and the implementation of the CABE Strategic Plan.

Tasks and Duties

Event Planning & Support:

- Facilitate the comprehensive coordination of events, including maintaining up-to-date databases and market information to support event planning and execution.
- Oversee the logistics for housing and transportation arrangements for attendees and staff at annual conferences.
- Coordinate the scheduling of webinars and in-person meetings, ensuring seamless integration with programmatic and event timelines.

Exhibitor & Sponsor Relations:

- Serve as the primary point of contact for exhibitors and sponsors, managing inquiries, addressing concerns, and ensuring a positive experience.
- Oversee the complete lifecycle of exhibitor and sponsor engagement, including registration, advertisement placement, shipping logistics, and other critical conference details.
- Manage the financial aspects of exhibitor and sponsor participation, including

processing payments, collaborating with the Accounts Receivable team, and following up on outstanding fees.

Marketing & Communications:

- Develop and execute marketing and publicity initiatives, including the creation of promotional materials such as flyers and email campaigns.
- Collect and coordinate the submission of advertisements for annual conference publications and digital platforms.

Event Logistics & Operations:

- Organize and manage event logistics, including the setup of meetings and event-related needs.
- Collaborate on the strategic placement and assignment of exhibit booths, liaising with convention services to ensure smooth operations.
- Provide ongoing support and communication to exhibitors and sponsors, keeping them informed of relevant updates and requirements.

Team Collaboration & Project Management:

- Regularly engage with supervisors and cross-functional teams to align task prioritization, project timelines, and overall event strategy.
- Contribute to special projects and additional responsibilities as required, demonstrating flexibility and a proactive approach.

Other duties as assigned.

JOB REQUIREMENTS

- Must possess a valid California Identification.
- Demonstrated experience in event coordination or a related field, with a proven track record of successful event management.
- Strong organizational, project management, and multitasking abilities.
- Excellent verbal and written communication skills, with the ability to engage effectively with diverse stakeholders.
- Proficiency in industry-standard software and tools (e.g., Microsoft Office, including, but not limited to, Word, Excel, PowerPoint, Adobe Acrobat, Google Apps, Zoom, Teams, social media, and event management platforms).
- Ability to work both independently and collaboratively within a team, adapting to changing priorities and deadlines.
- Ability to travel and stay overnight within the U.S.
- Possess physical abilities including standing and sitting for extended periods, talking/hearing, near and far visual acuity, pushing/pulling, lifting, reaching, carrying, field of vision, and fine manual dexterity
- Flexibility to work some weekends

INTERPERSONAL SKILLS

- Continue to develop and strengthen CABE's professional profile and customer service
- Work collaboratively within and across departments, as a team player who listens and is ready to learn.

- Address new challenges and projects with a positive, innovative and solutions-based approach.

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 position, the employee is regularly required to:

- Sit, stand, walk, bend, stoop, kneel, and crouch.
- Use hands and fingers to handle, feel, or operate objects, tools, or controls; reach with hands and arms.
- Perform tasks requiring manual dexterity, such as twisting, turning, and grasping.
- Lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is usually moderate but may get loud at certain functions, and work conditions may include exposure to relevant environmental factors such as inclement weather.

COMPENSATION

- \$20 - \$30/hour, commensurate with experience
- Complete insurance coverage – medical, dental, vision, life
- 403 (b) with employer contribution

To apply, please complete an application at:

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