



Events Coordinator Job Description

Position:

The Events Coordinator assists in the planning and execution of events for the Member Services team to include: seminars, annual conference, and special events to ensure high quality programs that meet the California Association of Health Plans' (CAHP) membership's needs, with indirect responsibility for the association's income and fundraising events.

Summary:

CAHP is a dynamic trade association that advocates for virtually all California health plans representing nearly 22 million enrollees and is a key player in California health policy issues in the California legislative and regulatory arenas. CAHP's diverse membership includes the largest health plans in the United States, as well as smaller plans that specialize in serving the health care needs of those least able to afford coverage.

Requirements:

This position requires an individual that is highly efficient, creative, and self-motivated. Excellent communication, problem-solving and writing skills as well as collaborative and project organizational skills are required. Multi-tasking ability is a must. Must be proficient in MS Office. Knowledge of Cvent is preferred but not required. This position requires meeting planning experience.

Responsibilities:

Primary responsibilities include:

- Assist with the coordination of the annual conference and approximately six seminars per year
- Assist with the coordination of fundraising events for the CAHP PAC
- Prepare event timelines and ensure all deadlines are met
- Develop and manage evaluation forms to continually evaluate and improve programs.
- Build events in Cvent, assure the registration system has accurate and timely information on event time, location, pricing, and that event marketing and reminders are sent
- Maintain useful and comprehensive records of event processes and results, including marketing and communications, forms, checklists, and timelines
- Coordinate production of printed materials/handouts/nametags/signage for ongoing and special events such as PAC Fundraisers
- Assist with event logistics (catering, audio visual needs, speakers, room set-ups) and coordinate on-site logistics at events including the management of the registration desk: greet and check-in guests, process onsite payments, handle walk-in attendees and answer questions
- Manage speakers onsite to include loading PowerPoint presentations and stage setup as well as assist with audience Q&A
- Work with event designer on printed materials for conference

- Assure excellent communication with participants and speakers to assure expectations are clear and gather all speaker materials
- Create and send event email blasts and all mailings to advertise events
- Supply program and event content to webmaster to ensure all event information is updated and accurate on website
- Assist with the facilitation of content planning meetings to help in developing content for programs and to identify and confirm speakers' participation in events.
- Maintain member contact database for marketing and make all event registration changes in Cvent as well as onsite at events
- Order event supplies and manage all event shipments

Miscellaneous:

- Reports to the Business Development Manager.
- Intrastate travel approximately 1 day per month.
- Able to lift and carry up to 30 pounds.

Compensation:

- Salary commensurate with qualifications and experience.
- Excellent benefit package, including medical, dental, vision and life coverage, retirement (401k plan) with contribution match, holidays and vacation.

Contact:

Please submit cover letter and resume to Connie Flores at: cflores@calhealthplans.org.