**Events Specialist**

Are you an outgoing, talented, Event planning professional that enjoys interacting with people?? Are you looking for that opportunity to show the world what you can do?

*The California - Nevada Section of American Water Works Association (AWWA) is a non-profit association, whose mission is to support the water professionals who provide safe and reliable water. The American Water Works Association is the largest worldwide known nonprofit, scientific, and educational association dedicated to providing solutions to manage the world’s most important resource: water. Since 1920, California - Nevada AWWA members and volunteers have impacted the industry with their commitment and dedication to leading, educating, and serving the drinking water community. The focus of the organization is to ensure public health and to provide safe and sufficient water for all.*

We are looking for an experienced Events Specialist to join our team!

The Events Specialist position is responsible for assisting with many aspects of conferences and smaller events, helping to ensure the planning and execution is efficient, compliant, and meets attendee needs. This non-managerial position, acting with a degree of responsibility under supervision of the Director of Educational Programs, orders and organizes necessary supplies, assists in direction of hotel/conference center event staff, and coordinates schedules and roles for staff and volunteer support at events.

**Essential Duties and Responsibilities** include the following, any of which may be performed in coordination with other employees and/or volunteers. Other duties may be assigned.

* Track and monitor logistical requirements of an event; assist with on-site operations at events. Monitor and assist members with event and exhibitor registrations.
* Coordinate with marketing staff to ensure printed materials and signage required for events is produced and displayed.
* Assist Event Consultant in organizing exhibition space layout and oversight of exhibit hall operations.
* Assist event registration before and during events. Track event expenses and review accuracy of invoices.
* Assist with the creation, production, and distribution of printed and digital event materials, signage, and event mementos (pins, speaker gifts, etc.).
* Assist volunteer committees (ex. technical programs) with planning and implementation of events.
* Work cooperatively and communicate effectively with other staff, volunteers, and vendors.
* Develop event notebooks, maintain and distribute event reports, produce lists, badges, and organize event packing.
* Update those portions of the organization’s database associated with program events such as room assignments, signage locations.
* Adhere to conference planning schedule, policies and guidelines. Work in partnership with other staff members whose responsibilities are relevant to programs.
* Represent the organization to new and potential members at events.
* Help set up and clean up materials of events.
* Coordinate pre-event details including payments, insurance, and refunds.
* Meet with hotel staff with venue and caterers pre/post conference.

**Education and/or Experience**

A High School Diploma or GED with at least three years’ related experience, or Bachelor's degree and at least two or more years of related experience and/or training; or equivalent combination of education and experience, with at least one year (cumulative) office work experience. Relevant certification (e.g. MPI) is a plus.

**Computer Skills**

To perform this job successfully, an individual requires the ability to use a personal computer and basic office equipment (copier/scanner, fax, postage machine, PC printers); good working knowledge of Microsoft Office tools: Outlook, Word, Excel, Power Point. iMIs, Adobe Pro or other graphic design preferred?

**Other Skills and Abilities**

Strong customer service techniques

Good communication and interpersonal skills

Detail orientation with ability to organize work flow, processes, and sequences

Ability to analyze simple problems and recognize solutions

Ability to work under pressure

**Benefits:**

Medical, dental, vision, employer paid life insurance, 403(b) retirement plan, 10 paid holidays annually , 3 days paid sick leave, plus a generous vacation package which includes 2 weeks paid vacation annually for the first 1-3 years of employment.

CA-NV AWWA is an equal opportunity employer. Please forward your resume and cover letter to sburnand@cahrservices.com to apply for this position.