
Job Description: Events Coordinator

Reports to: Chief of Staff

Classification: Full-time, Exempt

Location: This position is located in Sacramento, CA

General Description

The events coordinator is responsible for the logistical coordination and support of Planned Parenthood Education Fund (CPPEF) and California Planned Parenthood Affiliates of California's (PPAC) events and meetings.

This position supports the operations, government affairs and communication and campaign teams' advocacy work in support of CPPEF and PPAC's missions and involves regular communication with members of these teams, affiliate staff, and stakeholders. This position requires the ability to maintain confidentiality, communicate effectively, exercise sound independent judgment, multi-task, meet deadlines, and use discretion in performing the assigned job responsibilities.

Duties and Responsibilities

- Provide assistance in planning and coordinating the organization's events
- Manage all event venue(s) and vendor relationships, and coordination of any virtual/live streaming functions needed
- Event management including event preparation, site selection, procurement and contracts, logistics, marketing, onsite management during events, and post-event reconciliation.
- Provide all necessary event information and assist with preparation of materials and talking points
- Oversight and promotion of all event materials (letters, invitations, posters, flyers, merchandise, etc.) in coordination with appropriate team
- Manage President/CEO's event calendar including travel arrangements and logistics, meeting arrangements and preparation, staffing and security
- Seek opportunities to network and promote the organization
- Solicitation of sponsorships and in-kind donations
- Other duties as assigned

Qualifications

- Belief and commitment to CPPEF (California Planned Parenthood Education Fund) / PPAC's mission and values
- Proof of COVID-19 vaccination or requisite exemption
- Knowledge of diverse groups, working within a multicultural workforce, and sensitivity and appreciation to cultural differences is required
- Strong project management skills, including ability to balance multiple projects and prioritize effectively.

- Goal setting and budget management
- Strong organizational, schedule management, project management, and problem-solving skills with impeccable multi-tasking abilities
- Highly developed interpersonal communications skills (written and verbal)
- Results/action-oriented work style; strong strategic, analytical, planning, and problem-solving skills; able to successfully navigate within varying degrees of ambiguity in a fast-paced environment
- Intuitive mindset, creative aptitude, and effective use of discretion and independent judgment; ability to look beyond the assigned task and consider tangential and collateral connections, problems, opportunities, and possibilities
- Ability to travel periodically throughout the year, including overnight (Travel is typically within the state of California)
- Familiarity with COVID safety protocols for large-scale public events
- Possession of a valid California Class "C" driver's license, must be insurable to operate a motor vehicle
- Spanish-speaker preferred

Working Conditions

Work is performed in office, outdoor, and various venues throughout the state. Work will involve events outside of set office hours, including evenings and/or weekends.

Physical Requirements

Physical requirements of the job may include:

- Prolonged sitting, standing, or remaining in other stationary positions
- Moving about to accomplish tasks or to move from one worksite to another
- Operating a motor vehicle
- Adjusting or moving objects up to 30 pounds in all directions
- Occasional exposure to extreme temperatures (above 100 degrees for periods of more than one hour) and outdoor elements such as precipitation and wind
- Reasonable accommodations may be made to enable individuals with disabilities to perform duties and functions

Organization Background

Planned Parenthood Affiliates of California (PPAC) (a 501 (c)(4) organization) follows state and federal legislation in a number of public policy arenas. It leads the policy, legislative, and electoral work for the California Affiliates and coordinates advocacy campaigns. The California Planned Parenthood Education Fund (CPPEF) (a 501 (c)(3) organization) promotes education, counseling, and clinical services in the fields of reproductive health care and family planning, and more recently, primary care. We handle administrative, legislative, and regulatory actions, including statewide and local initiatives, as well as, on occasion, litigation. We coordinate several cross-affiliate projects and regularly convene meetings and training for the California Affiliates on a host of issues. These Affiliates operate more than 110 health centers and handle more than 1.3 million patient visits, annually.

Our mission is to create a personally and politically safe climate in which individuals have universal and unfettered access to sexual and reproductive health care and can make their own decisions about these services.

PPAC's vision and leadership have spurred lawmakers to enact legislation that makes California a national leader in the funding of family planning and other sexual and reproductive health care services. PPAC played a key role in augmenting state funding for family planning and has played a leading role in the fight to protect and advance reproductive health and abortion access for more than 40 years.

Values

PPAC/CPPEF is an equal opportunity employer committed to maintaining an equitable and inclusive workplace where everyone is treated as a respected and valued member of the team. PPAC is committed to elevating the voices of women, people of color, immigrant and refugees, low-income people, LGBTQ+ people, people who have sought services at Planned Parenthood, and people with disabilities. Members of these communities are encouraged to apply.

PPAC/CPPEF has been at the forefront of successful efforts to protect the reproductive freedom of all Californians. By honoring certain core values (personal responsibility, leadership, communication and teamwork) in our everyday work, we will be better able to promote sound public policies relating to sexual and reproductive health care, including abortion access, family planning services, sexual health education and information, and clinic services. By working together effectively we can serve the seven California Planned Parenthood Affiliates and their patients and ensure that all people have access to quality health care, no matter their income level, their race, gender, immigration status, or their zip code.

Compensation

Compensation according to experience. Salary for this position starts at \$60k. We have a generous benefits package. Employees are eligible for medical, vision, and dental benefits and are eligible to participate in our 401(k) and Flexible Spending Account benefits on the first of the month following the date of employment.

How to Apply

Email cover letter and resume to resumes@ppacca.org.

Note: Applicants must indicate "Events Coordinator", [last name]" as the subject of emailed applications. Please also note where you first saw this job posting when you send in your application. Cover letter and resume should be sent as attachments.

For more information, please visit <http://www.ppactionca.org/about/job-opportunities.html>.

Closing Date: October 30, 2021