



CMAA Special Events Organizer (Full-Time)

The CMAA seeks an experienced full-time Special Events Organizer to help us organize exceptional community events. The Special Events Organizer (SEO) will lead and coordinate all aspects of events, from initial concept through execution and follow-up, to ensure that each event succeeds. The successful candidate will be an excellent communicator, detail-oriented, creative, and able to work under pressure to meet tight deadlines. The SEO will work closely with the Communications and Development (CD) Manager and other staff.

Reporting to the Communications and Development Manager, the SEO will be the lead person in planning and organizing the following annual CMAA events: (1) the Khmer New Year Community Celebration in April, (2) the Annual Meeting in mid-June, and (3) the Fundraising Gala in November. The SEO will also be the point person in CMAA's participation in other community events such as the Point of Lights, the Lowell Folk Festival, the Lowell Southeast Asian Water Festival, and other events as determined by the Communications and Development Manager and/or the Executive Director.

Under the direction of the CD Manager, key responsibilities include:

- Manage and coordinate the Event Planning Committees, whose members include CMAA staff, Board members, and volunteers.
- Lead the development of event concepts, themes, and designs that meet the needs and expectations of our organization.
- Identify and select suitable venues and vendors for events to ensure the best possible value for the organization.
- Be responsible for all tasks and activities related to the event planning and organization, such as setup, décor, flyers, posters, invitation cards, etc.
- Initiate contact with or reach out to potential donors for sponsorship purposes and acknowledgment of their support.
- Manage event budget, including tracking revenues and expenses, managing vendor payments, reconciling accounts, etc.
- Conduct post-event evaluations and analyze feedback to identify areas for improvement.
- Complete other related tasks as assigned.

Requirements

- Strong organizational and time-management skills
- Creativity and thinking outside the box to develop unique and innovative event concepts to bring excitement and increase participation.
- Ability to prioritize, manage multiple tasks, and meet deadlines.
- Excellent communication and interpersonal skills
- Ability to build and maintain positive relationships with clients, vendors, donors, and team members.

- Patience and attention to detail
- Knowledge and intermediate experience in social media and online event platforms is a plus (i.e., Zoom, Facebook Live, Canva, OneCause/BidPal, etc.)
- Ability to work independently and collaboratively
- Experience in managing a planning team and facilitating meetings.
- Passion for sharing information with the public to inform, engage, and empower our audiences.
- Demonstrated experience in event management, marketing, communications, or related fields.
- Bilingual in Khmer and English. Conversation in Khmer is a plus.
- Commitment to and passion for CMAA's mission.
- A valid Massachusetts Driver's License is required.

Compensation: Salary commensurate with experience – full-time with benefits (medical, dental, vision, 401K, paid vacations, and holidays).

Starting Date: Immediately

To Apply: Please submit your resume and cover letter to Sothea Chiemruom, Executive Director, at jobs@cmaalowell.org

CMAA is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, gender, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.