CMAA Event Planner (Part-Time)

The CMAA is seeking an experienced part-time event organizer to join our team and help us organize exceptional events. The Event Planner will be responsible for coordinating all aspects of events, from initial concept through execution and follow-up, to ensure that each event is a success. The successful candidate will be an excellent communicator, detail-oriented, creative, and able to work under pressure to meet tight deadlines. He/She will work closely with the Communications and Development team and report to the Communications and Development Associate. This position could become full-time if additional funding becomes available.

Under the direction of the Communications and Development Associate, will be the lead person in planning and coordinating (1) the Annual Fundraising Gala in November, (2) the Khmer New Year Community Celebration in April, and (3) the Annual Meeting in late June. Other events as determined by the Executive Director.

General responsibilities include:

- Staff the Event Planning Committee, which is comprised of staff, Board members, and volunteers.
- Under each previously organized event, take the lead in 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.
- Manage all event coordination, including setup, décor, catering, audio-visual equipment, and transportation.
- Manage event budgets, including tracking expenses, managing vendor payments, and reconciling accounts.
- Conduct post-event evaluations and analyze feedback to identify areas for improvement.

Requirements

- Strong organizational and time-management skills, with the ability to multitask and prioritize effectively.
- Creativity and the ability to think outside the box to develop unique and innovative event concepts to bring excitement and increase participation to
- Attention to detail and the ability to manage multiple tasks and deadlines simultaneously.
- Excellent communication and interpersonal skills, with the ability to build and maintain positive relationships with clients, vendors, and team members.
- Knowledge and intermediate experience in social media and online event platforms are preferred but optional (i.e., Zoom, Facebook Live, Canva, OneCause BidPal, etc.)
- Ability to work both 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. Conversational in Khmer is a plus.
- * Compensation based on experience *