

**Description****Position:** Programs and Events Coordinator**Reports to:** President**Salary Range:** \$50,000 - \$60,000/year DOE**Location:** Auburn, CA**Company:** CampCalNOW RV Park and Campground Alliance**Job Function:** Admin, Program, and Events**Job Type:** Full Time**Job Duration:** Indefinite**Min Education:** Associates Degree**Min Experience:** 3 years**Required Travel:** 0-10%

**Position Summary:** In alignment with our Pillars of Success; Communications, Advocacy, Marketing, and Programs (CAMP) the Program and Events Coordinator facilitates and promotes member programs by cultivating relationships with members while collaborating with president in making strategic decisions for membership retention and recruitment.

The ideal Program and Events Coordinator is passionate about the outdoors space, personable with a commitment to next level customer service, and must possess strong administrative and data base skills. Candidate must thrive in a collaborative environment yet possess the ability to work independently.

**Responsibilities:**

## Administrative:

- Answer incoming calls.
- Manage all office systems including but not limited to phone systems, copier, alarm and tech support.
- Maintenance of office supplies.
- Responsible for special administrative projects and other duties as assigned.

## Programs:

- Serves as a thought partner to the President in creating a strategic plan for member retention through programs and services.
- Manages members in selected membership categories and encourages their participation in CampCalNOW events, and programs.
- Manages member data collection and updates.
- Updates member website with timely and accurate member communications.
- Collaborates with staff on production of annual publication.
- Implements and manages distribution program for annual publication.
- Creates annual event calendar
- Creates annual communications calendar and works closely with communications coordinator to deliver relevant member communications in a timely manner.
- Manages the logistical arrangements for annual member meetings and events.

#### Events:

- Manages the planning, coordination, promotion, and evaluation of CampCalNOW annual member events including conferences, educational programs, social functions, and special events.
- Negotiates contracts with venues, including menus, location, rentals etc for presentation and approval of president.
- Coordinates with president on topics of relevance and speakers for annual and educational events.
- Compiles evaluation summaries of CampCalNOW programs.
- Responsible for special projects and other duties as assigned.

#### Requirements

##### Education and Experience

- Associates Degree
- At least 3 years of experience working in an office setting with multi-faceted duties.

#### Skills

- Comfort with outreach to current members.
- Ability to market CampCalNOW programs and services to members.
- Ability to work independently with strong time management organization skills.
- Ability to effectively prioritize tasks and scheduling.
- Possesses effective listening and communication skills.
- Experience with meeting planning.
- Ability to adapt quickly to changing priorities.
- Detail oriented.
- Ability to think creatively and innovatively to create programs of interest for members.

**To apply, please send resume to [info@campcalnow.com](mailto:info@campcalnow.com).**

**For more information, please call (530) 885-1624.**