We are looking for an experienced and creative Professional Development Event Manager to join our team. As the Event Manager at the Child Care Resource Center, you will be responsible for organizing and coordinating fun professional development events that inspire and motivate adult learners.  
We are expecting you to be very well organized and competent in vendor management. Communication skills, good time management and attention to detail is a must!

**What you’ll do:**

* 2 one-day ccrc conferences, up to 5 contracted conferences, and 2 internal professional development days would be the minimal first year requirement
* Rebuild and implement event budgeting process in collaboration with CCRC fiscal staff that serves client needs and increases CCRC event revenue annually.
* Demonstrate expertise and organizational prowess required to oversee volunteers, vendors/sponsors, facilities and manage event details to successful completion.
* Conduct ongoing communication/marketing with new and existing clients to connect event solutions to client program needs.
* Use of event, needs assessment, year-over-year trends and focus group data to plan, implement, and operate CCRC events.
* Update all event processes and procedures including the post-event reporting ensuring relationships and marketing areas are consistent and high quality.

**What we’re looking for:**

* 3-5 years of experience as event coordinator or similar role
* Impressive references and portfolio of previously managed events (weddings, meetings, parties, corporate events, etc.)
* Sales skills and an aptitude for building productive business relationships.
* Excellent vendor management skills
* Sense of ownership and pride in your performance and its impact on CCRC’s success
* Critical thinker and problem-solving skills
* Ability to oversee multiple projects in a fast-paced environment independently.
* Good time-management skills
* Degree in hospitality management, public relations, marketing or relevant field is preferred

**BENEFITS:**

* Fulltime position
* Salary : $32,000 - $36,000.00
* Benefits: Medical (CCRC pays 70%), Life (paid by employer), 403b Retirement, Sick Leave, Vacation Time, flexible schedule available after 6 months

**How to Apply**

To apply for this opportunity, email Jennifer Dodge, executive director at [edirector@ccrcinc.com](mailto:edirector@ccrcinc.com) and include the following:

* A link to your LinkedIn profile (e.g. “www.linkedin/com/in/[name]”)
* Links to your Instagram and/or Pinterest Board or pins you consider your best. (If you can demonstrate why they are good i.e. successful, vendor/volunteers management, etc., even better).
* “I read the job description” in the subject line (without quotations).   
    
  ***Please note all applications that fail to include the above will not be considered.***