Position Available: Event Planner and Organizer

Job Description: The event planner will be the lead organizer for 2019 California Bicycle Summit to be held at the California Endowment Center for Healthy Communities near Union Station in Los Angeles October 15-17, 2019. In collaboration with CalBike staff and the summit steering committee, they will be primarily responsible for the following aspects of the event:

Program Preparation
- coordinating breakout sessions by contacting the presenters and helping them prepare their sessions, including occasionally recruiting additional presenters
- organizing the logistics for a training for allies to serve as onsite support of our commitment to diversity and inclusion (content support will be provided)
- coordinating exhibitor and sponsor information tables or exhibits (assisting sponsors with any technology, equipment, or space needs, and communicating with sponsors and CalBike staff in advance of the meeting to ensure smooth sailing during the event)
- coordinating with CalBike staff to produce the program (answering questions about logistics, ensuring that all logistical information is correct)
- helping bike tour organizers to make bikes available for attendees

Logistics
- ordering food and coordinating with the onsite caterers
- managing check-in processes and last-minute registrations
- printing and preparing materials such as folders, name tags, swag, signage, etc.
- recruiting and managing volunteers
- Coordinating homestays for participants
- ensuring that session facilitators have all the information necessary
- manage day-of logistics (troubleshooting, managing volunteers, responding to last-minute needs of attendees)

Outside Events
- Coordinating auxiliary events beyond the conference center.

Compensation: This is a contract position paying $2,500/month for four months.

To apply: Send a letter and resume with references to Dave Snyder by email at dave@calbike.org no later than June 28.