

JOIN OUR TEAM!

The California Pan-Ethnic Health Network (CPEHN) is seeking a full-time **Events and Operations Coordinator**! CPEHN is a statewide health policy organization focused on addressing racial and ethnic health disparities. CPEHN works closely with communities of color across the state to elevate local voices and health issues to state and local policymakers and help communities of color advance policy change and structural reform that creates equitable conditions for their communities. **This position may be based anywhere in California.** CPEHN maintains physical offices in Oakland and Sacramento and has a hybrid work policy (occasional air traveled required). CPEHN has a mandatory up-to-date COVID-19 vaccine policy.

Are you passionate about creating exciting experiences and ensuring seamless operations? Join us as the **Events and Operations Coordinator**, where you'll be at the heart of CPEHN's dynamic events and operations! From orchestrating impactful convenings and conferences to scheduling and crafting compelling agendas for our team and partners, your role will be pivotal in driving our mission forward.

We're on the lookout for an event planner with a flair for both virtual and in-person gatherings. If you thrive on technology, excel in communication, and have impeccable time management skills, we want you! Your knack for finding innovative solutions and attention to detail will ensure our events and operations are graciously executed.

Our ideal candidate has an excellent history of organizing engaging and inclusive events. You effortlessly handle a high volume of tasks with precision, are proactive and solution-oriented, and communicate with clarity, brevity, and empathy. If this sounds like you, come and make a lasting impact with us!

Key Job Duties:

- Coordinate CPEHN's internal and external events and meetings including: developing a timeline of events, coordinating event logistics and follow-up, and other related duties
- Coordinate logistics and strategic update process for Board meetings
- Update and maintain event resources including venues, policies, and best practices for in-person and virtual events
- Schedule meetings and coordinate travel for Executive Director and Leadership Team as needed
- Support Executive Director in preparing for meetings including drafting slides, preparing talking points, etc.
- Compile receipts and prepare Expense Report for Executive Director and Leadership Team, as assigned
- Serve as a "Help Desk," directing staff to answers regarding CPEHN's policies and procedures – empowering staff to be self-sufficient for frequently asked questions

Essential Skills:

- Ability to manage a high volume of work with efficiency: has or can create a system for keeping track of projects, is able to juggle competing requests while maintaining quality and attention to detail, able to work with many different work styles, and asks for help when needed
- Proactive and solution-oriented: ability to anticipate challenges that may arise and respond with a solution-oriented mindset
- Attention to detail: notices and fixes errors and acknowledges mistakes and turns them into learning opportunities
- Clear, concise, and compassionate communication: communicates well with others, shares context, and asks questions to understand others' perspectives

Required Qualifications:

- At least 2 years of event planning experience, including virtual and in-person events
- Proficiency with Zoom Meeting and Zoom webinar, and other cloud-based technology. CPEHN uses: Concur, Slack, Box, Calendly, Outlook, etc.
- Skilled operation of computer, copier and telephone

Compensation and Benefits:

\$66,500 - \$68,500. At CPEHN, we understand the importance of benefits and how they contribute to the overall well-being of our staff. We provide excellent benefits (100% employer paid health and dental insurance, up to 10% employer retirement contributions, sabbatical leave, generous PTO with 1 week winter holiday every year, frontloaded sick leave, and more). CPEHN provides all employees with professional development funds to grow and hone skills relevant to their work.

Culture:

We center equity at the heart of our culture, which can be seen in our hiring, salary transparency, and our commitment to the growth of our staff. We pride ourselves in uplifting a healthy work-life balance, which includes weekly "Fun Time" and annual "Fun Days" set aside to allow break time and opportunity for fun, and flexible hybrid work.

To Apply:

Submit your application through this link: <https://cpehn.bamboohr.com/careers/25>.

are encouraged to apply.

CPEHN Values: Integrity | Equity | Collaboration | Commitment