

 **Position Announcement: Event Planner and Training Coordinator**

The Association of State Floodplain Managers is looking to hire an experienced floodplain manager who loves planning events and has a passion for training peers. The ideal candidate is committed to ASFPM’s mission, performs their work with integrity and builds strong relationships with ASFPM members and non-members alike. The position is a full-time event planner and training coordinator working out of ASFPM’s executive office in Madison, Wisconsin. The primary responsibility of this position is to successfully plan ASFPM’s annual national conference, which draws more than 1,000 attendees as well as executing two to five additional special events each year. This position will provide support to the ASFPM training coordinator to enhance ASFPM’s virtual and in-person training, and conference events.

**RESPONSIBILITIES –**

Key activities of this position include:

* Responsible for scheduling, planning, execution and evaluation of the ASFPM annual conference and other special events (board/committee retreats, Certification Board of Regents meeting, specialty conferences and workshops);
* Leads site review, selection and negotiation of conference and event contracts;
* Solicits and develops new sponsors and exhibitors for conferences and other events;
* Trains, oversees and coordinates with the annual conference local host team;
* Leads coordination of executive office actions and preparation leading up to the conference/event;
* Works in partnership with staff to achieve conference budget goals and keeping costs down;
* Develops and disseminates conference and events marketing and promotional messaging to attendees, participants, sponsors, exhibitors and partners through email, social media, print communications and event websites;
* Updates and maintains conference website, social media, and sends mass communications pertaining to the event/conference;
* Provides regular support and backup for training coordinator on association webinar series, and facilitates online meetings and webinars as needed;
* Works in collaboration with training coordinator to identify and develop new virtual training products from annual conference products and new ways to engage potential virtual conference attendees; and
* Supports colleagues in coordinating event logistics for and/or assisting in making presentations as “in the field” training sessions for projects and other association objectives.

**MINIMUM QUALIFICATIONS**

* Bachelor’s degree or equivalent in relevant field
* Three years professional experience with event and/or conference planning, including experience in developing and administering event budgets, lead development/securing sponsorships and contract negotiations
* Three years professional experience with delivering training presentations through a variety of methods (i.e., in person, webinars).
* Advanced skills required in Microsoft Office 2013, especially with PowerPoint and Excel
* Experience using databases, performing queries
* Experience with social media posting/updates
* Previous experience maintaining and updating website content
* Prior experience creating and updating marketing materials
* Personal attributes: Meet deadlines; exceptional interpersonal, organizational, oral and written communication skills; attention to detail; the ability to handle multiple tasks and shifting priorities; ability to handle evening and weekend work in support of events; the ability to work independently and as part of a team; high level of integrity, diplomacy and initiative; ability to effectively network, build relationships and coordinate with diverse groups of people from across the country.
* Valid driver’s license

**PREFERRED QUALIFICATIONS**

* Previous experience as a floodplain manager, including basic knowledge of the National Flood Insurance Program and/or other federal or state floodplain management/water resources programs. Certified Floodplain Manager required one year after employment.
* **Intermediate to advanced skills working with Adobe Illustrator, InDesign and Photoshop.**

**OTHER POSITION INFORMATION -** This is a full-time salaried position, located in the ASFPM office in Madison, Wisconsin. A relocation package is available. Travel is approximately 10-20 percent of time. Salary depends on qualifications and commensurate with experience. Comprehensive benefits include medical, dental, life, retirement and leave. ASFPM is an Equal Opportunity Employer. Employment will require successfully passing a background check.

**APPLICATION PROCESS**

Open until filled, but resume review will begin Sept. 28, 2015.

Please email: employment@floods.org with the “Event Planner & Training Coordinator Position” as the subject line of your email with the following attachments:

1. Cover letter highlighting your qualifications relevant to the position.
2. Resume
3. Writing samples, including mass email communication, marketing piece (article, brochure, prospectus, flyer, etc.) related to an event you’ve planned.
4. Salary requirements

Successful completion of a background check will be required for the selected candidate.

For more information visit www.floods.org