



JOB DESCRIPTION OVERVIEW

Meetings Assistant

The California Association of Health Facilities is seeking a self-motivated Meetings Assistant. This person will keep the meetings department team organized and be the backbone in administrative support for the planning, preparation and coordination of conferences statewide. Be part of the meetings department team to provide administrative support in the planning, preparation and coordination of statewide conferences. A great opportunity if you are looking to gain more experience in meeting planning.

PRIMARY RESPONSIBILITIES:

- Set up the registration details, functions and codes in the association management system for each conference.
- Follow-up with speakers on logistical arrangements, agreements and presentation materials.
- Maintain an updated and accurate master spreadsheet for speaker, program, audio-visual and class details.
- Keep the meetings department on schedule with production deadlines.
- Prepare and pack supplies needed for conferences.
- Follow-up with vendors and attendees for payment.
- Provide timely customer support by responding to registration and other inquiries.
- Coordinate travel arrangements.
- Prepare PowerPoint slides for presentations.

QUALIFICATIONS AND EXPERIENCE:

- Associate's degree and/or at least two years of administrative or related work experience.
- Excellent written and verbal communication skills, with customer service attitude.
- Strong organizational skills with ability to prioritize, multi-task and meet deadlines.
- Ability to develop proficiency in use of association management database.
- Demonstrated proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Flexible schedule and hybrid schedule may be available.
- Previous experience in meeting planning helpful.

SALARY RANGE: \$45,000 - \$50,000

BENEFITS: medical, dental, 401(k), vacation, sick leave, designated holidays.

CONTACT:

Submit cover letter and résumé to rcfujisawa@cahf.org.

About the California Association of Health Facilities

California Association of Health Facilities is a non-profit professional organization representing skilled-nursing facilities and intermediate-care facilities for the developmentally disabled. CAHF is dedicated to providing quality care for the frail, elderly, developmentally disabled and those with chronic mental illness. www.cahf.org