



1221 H ST,
SACRAMENTO, CA 95814
(916) 444-0845
CALCATTLEMEN.ORG

MEMBERSHIP AND EVENTS COORDINATOR | SACRAMENTO, CA

The California Cattlemen's Association (CCA) is seeking a qualified individual to fulfill the role of Membership and Events Coordinator and join CCA's well-rounded staff in striving to serve and support California's ranching families and producers by working on issues directly impacting their way of life.

Who We Are

CCA is a non-profit trade association formed in 1917 representing California's ranchers and beef producers in legislative and regulatory affairs. CCA's funding is generated almost entirely by voluntary dues paid by members, who determine the direction and policy of the organization. CCA believes in honesty and integrity: collaboration and open dialogue; honoring and preserving California's ranching heritage; and being inclusive and member-driven.

Job Description

Position Overview: The Membership and Events Coordinator is responsible for managing the organization's membership programs and coordinating events. This role involves promoting membership benefits, recruiting new members, organizing events and activities, and providing excellent customer service to members.

Key Responsibilities:

Membership:

- Develop and implement membership growth strategies
- Promote membership benefits and encourage membership renewals
- Coordinate membership recruitment activities such as membership drives and promotional events
- Respond to membership inquiries and provide excellent customer service to members
- Maintain accurate membership records and databases
- Create membership reports and track membership statistics
- Prepare membership marketing materials

Events:

- Plan, coordinate and execute events from inception to completion, including site selection, vendor coordination, marketing, and post-event evaluations.
- Work with the marketing team to promote events and ensure a high level of attendance



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- Manage event budgets, track expenses and revenues, and provide regular reports to management
- Negotiate contracts with vendors and suppliers, and manage all event logistics
- Ensure all events comply with company policies, procedures, and standards
- Coordinate post-event activities, such as evaluations and follow-up communications

Qualifications:

- Bachelor's degree in marketing, hospitality, or related field
- Strong project management, communication, and interpersonal skills
- Ability to work independently, as well as part of a team
- Proficiency in Microsoft Office Suite and database management software
- Flexibility to work evenings and weekends as needed
- Excellent organizational skills and attention to detail

The Membership and Events Coordinator is a vital member of the team and plays an important role in the organization's growth and success. The successful candidate will be a highly motivated, detail-oriented individual with a passion for membership growth and event management.

Job Type: Full Time

Compensation: An attractive compensation package will be offered based upon experience.

To Apply: Submit resumé and cover letter to lisa@calcattlemen.org.