



POSITION DESCRIPTION

PROGRAMS AND EVENTS COORDINATOR

QUALIFICATIONS

The ideal candidate is detail-oriented, self-motivated, and has a strong work ethic. Excellent written and verbal communication and functional skills, such as proficiency with Microsoft and Adobe programs, are necessary. Experience and knowledge of agriculture, event planning, and/or a non-profit organization are desired but not required. A bachelor's degree or equivalent work experience is required.

RESPONSIBILITIES

The position will plan organization events, coordinate member programs, and provide executive project support for a statewide agricultural trade association representing California citrus growers.

Responsibilities include, but are not limited to, the following:

- Coordinate the planning and execution of the organization's major events and meetings, including, but not limited to:
 - Annual Citrus Showcase
 - Annual Meeting Dinner
 - Annual Kick-off Classic Golf Tournament
 - Legislative Events in Sacramento and Washington, D.C.
 - Regional Grower Meetings
 - Educational Seminars
- Manage and implement member and associate member programs, sponsorships, and advertising programs.
- Provide executive project support to the CEO in task management, meeting scheduling, document preparation, and organizational activities.
- Serve as a key point of contact between allied industry organizations, coordinating events and calendars and supporting industry collaboration efforts.
- Provide support to the executive team in scheduling board and committee meetings, packet preparation, and meeting note-taking functions.
- Attend meetings and industry functions on behalf of the organization.
- Other duties as assigned to assist in the operational efficiency and effectiveness of the organization in the areas of project management, data collection, report generation, advocacy, and communications support.

COMPENSATION

CCM offers a competitive salary and benefits package that includes medical, dental, vision, and retirement. Salary is negotiable and will depend on the candidate's qualifications and experience.

Interested candidates should send a cover letter and resume to President/CEO Casey Creamer at ccm@cacitrusmutual.com.