

Event Planning Specialist

The Pennsylvania Association of Area Agencies on Aging (P4A) is recruiting an experienced Event Planning Specialist to join P4A as a reliable team member.

We seek an energetic, personable, self-motivated, self-directed person who can maintain a calm demeanor while juggling rapidly changing priorities and moving the workload forward. This person is comfortable in a deadline-driven environment can strategize and problem-solve. This position has a heavy logistical focus that requires independent thinking and attention to detail.

The Event Planning Specialist duties require a high degree of specialized expertise and skills in maintaining standards of quality and accuracy. This highly visible role demands extensive customer service skills, a high level of professionalism, a willingness to handle all planning and administrative details of in-person events and virtual events, experience in virtual platforms (Teams, WebEx, and Zoom preferred).

Applicants must possess a Bachelor's Degree in Hospitality Management, or a closely related field, and Five years of professional meeting experience and work experience with logistical coordination of major events and event planning (nonprofit or association experience preferred) or any equivalent combination of experience and training. A Certified Meeting Planner (CMP) is preferred but not required. Communications, Marketing, and CRM/LMS experience is a plus. A valid PA Driver's License and access to reliable transportation are required. Overnight travel to venue sites and regular travel to P4A's office in Harrisburg is required.

P4A offers a competitive salary and a generous benefits package (Health, Dental, and Vision, Life Insurance, Retirement, and Paid time off).

Hours: Monday through Friday, 8:00 a.m. to 4:30 p.m. Weekend and evening work are occasionally required.

Interested applicants should email admin@p4a.org a cover letter; resume, three work- and related references

The email's subject line must include a reference to "Event Planning Specialist"

Applications and resumes will be accepted through February 18, 2022.

Salary Range \$43,00 to 59,000