

New York State Public Housing Authorities

Directors Association (NYSPHADA)

Events Planner Position Description (Part Time) 2023

Basic Functions

Reports to the Executive Director and Vice-President of Professional Development and assists in the formulation of Policy, Procedure and Budgeting associated with the everyday business of the Association at the direction of the Executive Director. Serves as the Chief Meeting Planner to the NYSPHADA Board of Directors. Recommends and participates, in the formulations of Conference and Training Events. Assists the Professional Development Committee in the planning, organizing and coordination of all programs and activities of the Association to assure that the Association's objectives are achieved and members needs meet. Maintains effective internal and external relationships.

Responsibilities and Authority

1. Provides the necessary liaison and support to committees. Sees that committee decisions and recommendations are submitted to the Board of Directors for action.
2. In conjunction with the appropriate committees is responsible for the planning, promotion and administration all meetings of the association including but not limited to the Professional Development Committee and the Annual Association Meeting.
3. Working with the Professional Development Committee, through a biweekly internet meeting, coordinates all events with respect to the Spring and Fall Conferences and various Training Events. Such tasks include but are not limited to solicitation of hotels, site inspection, recommending site selection, hotel contract negotiations, marketing, sponsor and vendor solicitation, registration activities etc.
4. Coordinates all hotel contract negotiations including but not limited to; audio-visual and meeting room coordination, marketing and communications; food and beverage planning.
5. Handles the budgeting of the events, including entertainment, soliciting sponsorships and working closely with speakers, exhibitors, members and staff.
6. Additional functions include arranging travel for staff and presenters; and working with Decorating Companies.
7. Works with Vice-President of Professional Development in developing the Conference and Training Sessions budgets. Implements budget controls to ensure that events are within approved budgets.

Education/Experience

The Applicant is expected at a minimum to have an Associate's Degree in Business Management, understanding and experience in media marketing and communications, 2 years of experience in events planning, or a combination of education and experience.

Salary and Benefits

The Salary range is a basis of \$30,000 depending on experience and education, with a 5% commission on Event Registration, Training Registration, Advertisement Income and Vendor/Sponsorship Income.

Please note that this is a “Contract Position”, and that the Organization will issue an IRS form 1099 at year end. No withholdings and payments will be made on your behalf.

At this time, NYSPHADA offers no Benefits for this position.

Contract payments will be made to you on a monthly basis, unless otherwise agreed upon.