



CPDA Event Coordinator

Entry Level | Full-Time | Non-Exempt | Remote (California), with travel within California

Job Summary

The Event Coordinator supports CPDA's in-person and live-streamed trainings by managing the logistical and administrative details of each event. This is an entry-level, detail-oriented position focused on event planning and coordination. This job requires a person to be highly organized, detail-oriented, work collaboratively with others, possess strong written and oral communication skills, have problem-solving skills, and be able to work independently to meet goals and timelines.

Key Responsibilities

- Maintains the training calendar and posts an external Calendar of Events for CPDA members, including event registration directions.
- Coordinates venue logistics for on-site seminars, including gathering vendor quotes and confirming capacity, food, and beverage needs.
- Assists in estimating and tracking event costs for review by the Executive Director and Fiscal Officer.
- Secures event venues in advance of each program.
- Coordinates event registration, including creating webpages and forms with event details (cost, agenda, MCLE credits, time, and place) and posting them.
- Arranges lodging logistics for speakers and program coordinators.
- Coordinates food and beverage selections for events, staying within budget and venue deadlines and in coordination with CPDA senior staff.
- Coordinates with any potential paid sponsors of events to ensure payment and assists with any questions or concerns.
- Prepares and distributes evaluation forms for in-person and online trainings.
- Collects seminar materials and other information from speakers and works with staff to post them to the online member portal.
- Supports the technical logistics of webinars, including calendaring, distributing links to panelists, and managing viewer registration.
- Communicates regularly with vendors, venues, speakers, and other stakeholders to ensure events run smoothly.

- Monitors registration, creates participant badges, answers questions from members and prospective attendees.
- Travels to all on-site/in-person events to distribute materials, troubleshoot issues, ensuring on-site food delivery, and registering people as necessary. This will include some weekend work (approximately 8 per year).
- Answers phone calls and responds to emails from members and seminar registrants.

Skills

- Strong project management, multitasking, and organizational abilities.
- Excellent verbal and written communication skills.
- Proficiency with (or willingness to be trained on) event planning software, website content management, and Google Workspace Suite.
- Ability to travel within California and work flexible hours, including some evenings and weekends, as required.
- Detail-oriented with strong follow-through on logistics and deadlines.
- Creative thinking and problem-solving abilities.

Qualifications

- Bachelor's degree preferred but not required.
- Prior experience in event coordination, hospitality, or administrative support is a plus.
- Valid California driver's license and personal automobile insurance meeting California minimum requirements.

Work Environment

- Work from home, with travel to event locations approximately 8–10 times per year.
- Can be fast-paced at times; deadline-driven environment.
- Occasional physical activity, including lifting and carrying event materials weighing up to 25 pounds and standing for extended periods at registration desks. Reasonable accommodations are available to qualified individuals with disabilities.
- This position must be performed from a location within California. Working from outside California requires advance written approval.

Compensation & Benefits

Full-time, non-exempt position. \$30.00 per hour, eligible for overtime pay in accordance with California law. Based on a full-time schedule of 40 hours per week, straight-time earnings are approximately \$62,400 per year, exclusive of overtime. Compensable time includes required travel to and from CPDA events. Overtime requires advance approval by the Executive Director.

- Retirement: CPDA sponsors an employer-funded retirement plan and contributes 9% of eligible annual compensation, 100% vested immediately.
- Health coverage: Medical, dental, and vision insurance, with premiums paid by CPDA, effective after the applicable plan waiting period.
- Paid time off: 15 days (120 hours) of PTO per year, front-loaded, prorated in the first calendar year, available on completion of the 90-day introductory period.
- Paid sick and safe leave: 40 hours (5 days) per calendar year.
- Paid holidays: 15 per year.
- Bereavement leave: 5 paid days after three months of service.
- Remote work and equipment: CPDA provides and maintains the equipment required to perform the job, and reimburses a proportionate share of monthly internet and cell phone costs and necessary office supplies. Business travel expenses are covered, and personal vehicle use is reimbursed at the standard IRS mileage rate.

CPDA is an equal opportunity employer. Employment with CPDA is at will. This job description is an outline of duties and is not an employment contract; CPDA may add to or remove duties based on business needs.

Instructions to apply: [Please fill out this form](#) and upload required materials.

Application deadline is September 10, 2026 at 5:00 p.m.