




COLORADO
MUNICIPAL
LEAGUE

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Meeting & Events Planner

Colorado Municipal League

The Colorado Municipal League (CML) is a non-profit, non-partisan organization representing 270 of Colorado's 272 municipalities and has been in existence since 1923. The League is growing and looking for dedicated and collaborative individuals to join our team of talented and valued employees. CML's Vision is "Empowered cities and towns, united for a strong Colorado," and our core functions of "advocacy, information, and training" drive our day-to-day activities on behalf of and for our members. The League welcomes all to apply who are willing to make a commitment to Colorado municipal elected officials and staff.

Meeting & Events Planner

CML is actively seeking enthusiastic and talented candidates to fill our Meeting & Events Planner position. This position is responsible for planning and logistics for CML meetings and events including our annual conference, a four day event with over 1300 attendees. The responsibilities include coordinating and organizing speakers, layout of the conference and event meeting space and sessions, negotiating fees and services with caterers, audio-visual vendors, hotel and conference facilities and the administration of RFP contract negotiations for future seminars and conferences. This position coordinates CML Spring and Fall Outreach meetings, National League of Cities conferences for Colorado members and other events. Additionally, the meetings and events planner is responsible for setting up CML events in the iMIS database and the presentation of events in the CML online marketplace.

Our successful candidate will be a team player, a relationship builder, possess high moral and ethical standards and have strong understanding and proven experience in meeting and events planning.

This position requires a Bachelor's degree with a major in Business, Marketing, Hospitality, or related field (Experience may substitute for degree on a year-by-year basis), as well as a minimum of three (3) years of experience in meeting and events planning. Certified Meeting Professional (CMP) preferred. Proficiency in Microsoft Office applications and database systems is required.

Salary range: \$50,200 - \$72,800. CML offers an excellent benefits package. Please submit a letter of interest along with a resume, references, and salary requirements by midnight **Friday, February 28, 2020** to: jobposting@cml.org. Email applications preferred.

The Colorado Municipal League is an equal opportunity employer.