

# APLAHealth



APLA Health's mission is to achieve health care equity and promote well-being for the LGBT and other underserved communities and people living with and affected by HIV. We are a nonprofit, federally qualified health center serving more than 14,000 people annually. We provide 20 different services from 15 locations throughout Los Angeles County, including: medical, dental, and behavioral health care; PrEP counseling and management; health education and HIV prevention; and STD screening and treatment. For people living with HIV, we offer housing support; benefits counseling; home health care; and the Vance North Necessities of Life Program food pantries; among several other critically needed services. Additionally, we are leaders in advocating for policy and legislation that positively impacts the LGBT and HIV communities, provide capacity-building assistance to health departments across the country, and conduct community-based research on issues affecting the communities we serve. For more information, please visit us at [aplahealth.org](http://aplahealth.org).

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***We offer great benefits, competitive pay, and great working environment!***

*We offer:*

- *Medical Insurance*
- *Dental Insurance (no cost for employee)*
- *Vision Insurance (no cost for employee)*
- *Long Term Disability*
- *Group Term Life and AD&D Insurance*
- *Employee Assistance Program*
- *Flexible Spending Accounts*
- *12 Paid Holidays*
- *3 Personal Days*
- *10 Vacation Days*
- *12 Sick Days*
- *Metro reimbursement or free parking*
- *Employer Matched 403b Retirement Plan*

***This is a great opportunity to make a difference!***

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This position will pay \$68,598 - \$86,864 annually. Salary is commensurate with experience.

## **POSITION SUMMARY**

The Events Manager is responsible for managing all events for APLA Health and Alliance for Housing and Healing (a subsidiary of APLA Health), including signature fundraising events, relationship-building events, visibility events, donor recognition events, staff events and others.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Develop, manage and produce special events to generate funds, engagement, attendance, and/or increased volunteers and/or clients with Senior Events Manager
- Serve as liaison with vendors, event staff, and volunteers ensuring all parties receive necessary information in a timely manner
- Assist with creation and management of production schedules and budgets
- Manage pre-event planning including logistics, vendor management and venue
- Manage day of event including volunteer and vendor supervision, logistics oversight, and troubleshooting
- Source and manage vendors, partners, entertainment, labor and volunteers
- Manage ticketing sales, seat assignments, and ticket mailing
- Maintain appropriate files for all events
- Provide creative, cost-saving solutions for events including décor, venue selection, registration and management

OTHER DUTIES WILL BE ASSIGNED TO MEET BUSINESS NEEDS.

## **REQUIREMENTS**

Training and Experience:

- 3-5 years events management experience is required, preferably with a non-profit organization. Experience with ticketing and celebrity management a plus.
- Must be able to handle the occasionally heavy time demands and importance of deadlines in working with events, and the complexities of working with volunteers, staff, Board members and vendors in an often fast-paced environment
- Highly accurate attention to detail
- Knowledge of modern office systems, including MS Word, Excel, and PowerPoint, and experience with internet research techniques
- Experience working with large databases and event software such as Donor Perfect Online and Raisin or equivalent web software
- Experience managing an administrative workflow process
- Knowledge of budgeting
- Personal database of vendors and resources

Ability to:

- Work flexible hours as dictated by event needs, including occasional weekends and evenings
- Travel to local events as needed
- Interact cooperatively with professionals from a wide variety of fields
- Communicate effectively in both oral and written forms
- Organize activities to meet frequent deadlines
- Operate standard office equipment and understand administrative workflow procedures

## **WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

This position requires regular bending, reaching, stooping, lifting and moving of office and event materials weighing up to 35 pounds and includes setup and strike of event activations.

COVID-19 Vaccination and Booster or Medical/ Religious Exemption required.

Equal Opportunity Employer: minority/female/disability/transgender/veteran.

### **To Apply:**

Visit our website at [www.aplahealth.org](http://www.aplahealth.org) to apply or click the link below:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=93037&clientkey=A5559163F67395E0A2585D2135F98806>