



## **Job Description**

### **Events Manager**

The Chequamegon Area Mountain Bike Association (CAMBA) is a 501c3 nonprofit organization, and is responsible for the development and management of a regional mountain bike trail system of over 130 miles, and over 200+ miles of gravel routes and the organization's programming. The CAMBA trails lie in and around the beautiful Chequamegon-Nicolet National Forest as well as in the Bayfield and northern Sawyer County Forests with trails based in the towns of Bayfield, Cable, Hayward, Namakagon and Seeley!

CAMBA is building an organizational culture filled with energetic and dedicated employees and volunteers who divide and conquer, working together to create a fun and powerful working environment.

#### **Job Function**

The Events Manager will report to and assist the Executive Director. The Events Manager is responsible for planning and execution of CAMBA events and programs.

#### **Duties and Responsibilities**

Tasks will include planning all aspects of the events and programs, working with land owners and agencies to secure event and program locations and permitting, working other CAMBA staff in securing sponsorships and promotion of events and programs.

Work schedule is flexible. The job is part time and the expectation is 10-15 hours per week. Primary location is in Hayward, WI but some duties may be performed off site. Expected to help with execution of CAMBA events also.

#### **Qualifications**

- Excellent interpersonal skills, attention to detail, and written & oral communication skills.
- Good organizational and time management skills to keep projects on track.
- Technical proficiency in using spreadsheets.
- Ability to build proficiency in using a CRM database management system, or similar technology, to manage relationships and track progress.
- Strong ethical standards and personal integrity.
- Ability to work independently and in a team environment, with a diverse group of people.
- Work experience managing events beneficial but not required.

#### **Program Eligibility and Requirements**

- Possess a high school diploma, GED certificate or agree to achieve GED during term of service.
- Have unexpired proof of status as a US citizen or possess permanent resident status and be able to provide documentation as determined by CNCS.
- Reliable transportation is necessary.
- Complete a Background Check.