**JOB OPENING: EVENT PLANNER**

**ABOUT CPEX**

The Center for Planning Excellence (CPEX) is a unique non-profit planning organization that provides planning and policy services, drives cross-agency and collaborative statewide planning initiatives and guides urban, rural, and regional planning implementation in Louisiana. CPEX brings together community members and leaders from across the state and provides guidance as they work toward a shared vision for future smart growth and sustainable development. CPEX continues to be on the cutting edge of climate, resilience, and healthy community design in Louisiana.

**ABOUT THE ROLE**

CPEX seeks to hire a full-time Event Planner, with a particular focus on organizing the Louisiana Smart Growth Summit. The Summit invites practitioners, experts, officials, and the public to collaborate, learn, and connect to meet the challenges of the future. The ideal candidate will have a strong background in event planning and the ability to design top-quality conferences and events that provide meaningful experiences for guests and connect participants to programmatic goals at the Summit and other events throughout the year.

**PRIMARY RESPONSIBILITIES**

* Organize and oversee the logistics of the Louisiana Smart Growth Summit conference, held annually or biannually
* Conceptualize, organize and execute other engagement and educational events throughout the year, ensuring seamless and impactful experiences for attendees and sponsors.
* Work closely with key team members throughout the year to ensure that the Smart Growth Summit continues to be the Southeast’s premier planning event.
* Identify and invite well-qualified speakers who can address the topics and initiatives that contribute to the Summit theme.
* Help develop unique and appealing sponsorship opportunities.
* Manage relationships and contracts with various vendors, such as venues and suppliers, for events throughout the year.
* Oversee event budgets, ensuring resources are allocated efficiently to achieve our goals.
* Track and report metrics from the Summit and other key events.
* Identify and help design ways to capitalize on Summit offerings to benefit and engage CPEX members throughout the year.

**DESIRED SKILLS AND QUALIFICATIONS**

*The following skills and qualifications designate our ideal candidate. We encourage potential candidates to apply even if they do not meet all the criteria below.*

* At least 3-5 years of experience in event or conference planning. Bachelor’s or Associate degree is a plus.
* Outstanding organizational abilities, including proficiency in handling multiple projects simultaneously, prioritizing tasks, and consistently meeting deadlines.
* Strong interpersonal skills, allowing for effective collaboration with a diverse range of stakeholders, including CPEX staff, event speakers, funders, guests, and other involved parties.
* Exceptional communication skills
* Excellent attention to detail
* Critical thinking skills and an interest in researching topics, speakers, venues, and other relevant event elements
* Proven expertise in managing complex processes, including excellent organizational and project management skills.
* An interest in CPEX's mission, with the ability to seamlessly integrate it into event planning efforts.
* A steadfast commitment to principles of equity and sustainability.
* Familiarity with urban planning, design, and infrastructure topics is considered a plus.

**ADDITIONAL DETAILS**

* **Location:** CPEX’s office is located in downtown Baton Rouge and offers a flexible, dynamic work environment. After an initial fully-in-office period, CPEX employees may work some days remotely as the role allows. The successful candidate will be expected to regularly attend CPEX events and meetings in Baton Rouge, New Orleans, and around Louisiana, including some evening and weekend events when necessary.
* **Salary:** This is a full-time, salaried position with a competitive benefits package. Salary range is $55,000 - $65,000 and will be commensurate with the successful candidate’s level of experience.
* **Application Requirements:** Applicants must submit a resume and cover letter to Amelia Gabor at agabor@cpex.org with the subject line “CPEX Event Planner.” Applicants may also submit a portfolio or other supporting materials if desired. Applicants must be authorized to work in the U.S. CPEX will continue to accept applications until the position is filled; qualified candidates will be invited for virtual or in-person interviews on an ongoing basis.

**DIVERSITY, EQUITY, AND INCLUSION AT CPEX**

CPEX is committed to advancing diversity, equity, and inclusion and we aspire to do so intentionally, in every aspect of our work. We recognize that sustainable prosperity and community resilience cannot be realized in the absence of equity and inclusion for all Louisiana residents, and we strive to lift all voices in our efforts to ensure that all Louisianans are included in the decisions that impact their communities, region, and state. CPEX is committed to integrating DEI into the fabric of our organization and our work, from our internal culture to how we partner with communities, to how we use our resources, and we are continually seeking ways to expand our impact and improve our performance on these measures. A successful candidate will be equally committed to these goals and values.