The University of Illinois Extension State 4-H Office seeks a dynamic, highly motivated and organized individual to be responsible for managing activities related to the planning, execution, and evaluation of conferences and special events sponsored by the State 4-H Office.

One full-time position is available.

Location: Extension State 4-H Office, Champaign, IL

This is a security-sensitive position. Comprehensive background checks, including but not limited to a criminal conviction information check, a CANTS (Child Abuse and Neglect Tracking System) check, and a review of the Registered Sex Offender list, will be conducted.

Specific duties of the Event Manager are as follows:

- Act as project leader on State Wide events, working in partnership with State 4-H Specialists, Statewide Educators, youth, and committee members.
- Use technology and project management tools to coordinate collaboration in event planning and ensure all event collaborators are up to date on event progress.
- Convene and facilitate event planning meetings and teleconferences as needed, identify tasks, and track progress toward completion of deliverables.
- Consult with event team to create event budget and monitor all expenses to ensure that events stay on budget.
- Work with University staff, as well as volunteers, and vendors to effectively carry out registration, housing, meals and other organizational details as needed.
- Arrange for hiring of staff/vendors necessary to the success of the event. (i.e. Photographers, Designers, DJs, Keynote Speakers, Event Services Rentals)
- Build an audience for events by identifying interested groups and work with State 4-H Media & Communications Specialist to identify promotion needs and strategies.
- Create and oversee registration sites for all events.
- Coordinate the site and vendor selection for events, develop and monitor event budgets, and negotiate contracts with vendors and suppliers.
- Develop risk management plans for events and ensure that required records are retained.
- Conduct job search, hire, and manage summer student worker task and responsibilities in assisting with summer state wide events (Illini Summer Academies, Illinois State Fair).
- Manage on site operations before, during and after each event. This includes being the point person during the event, where any logistical or event problems are taken care of.
- Identify volunteer needs for events, promote volunteer opportunities, and make sure that volunteers go through the screening process in compliance with University Policies.
- Work with 4-H Foundation to find ways to utilize donor contributions to enhance the 4-H State wide events.
- Conduct event evaluations. Share results with State 4-H Marketing & Communications Specialist for use in promotion activities as appropriate, and share with internal event team to inform future planning.
- Transportation of materials and some lifting required, as well as assistance with event set up and tear down.
- Local, regional, and statewide travel required; personal transportation required.

Administrative Relationship: The Event Manager is administratively responsible to the Assistant Dean and Director of the Illinois 4-H Program, University of Illinois Extension

QUALIFICATIONS:

Required:
- A bachelor’s degree is required with previous event planning or project managing experience.
- Demonstrated strong customer service orientation, and a commitment to teamwork and collaboration.
- Exceptional communication and interpersonal skills, both oral and written.
- Demonstrated ability to simultaneously manage multiple projects and priorities.
- Must have exceptional attention to detail and have strong organizational skills.
- Ability to work independently be a self-starter, and exercise sound judgment, tact, and discretion.
- Demonstrated cultural competency and experience working with diverse audiences.

Preferred Qualifications:
- Master’s degree preferred.
- Knowledge of the 4-H program, University of Illinois Extension, College of ACES, the Urbana campus and University structure.
- A working knowledge of MS Office Suite and desktop publishing.
- Knowledge of project management software like Basecamp, Google Groups or Microsoft Project
- Experience in working with and providing direction to volunteers
- Experience in working with youth in informal and formal settings

ADDITIONAL INFORMATION

The position is a full-time, benefits-eligible, non-tenure academic professional position appointed on a 12-month service basis. The expected start date is as soon as possible after the closing date. Salary is commensurate with experience and qualifications. Generous vacation and sick leave. State Universities Retirement System. Group health, dental, vision and life insurance.
APPLICATION PROCEDURE: To apply, go to http://go.illinois.edu/A1500527. Log in to your account and upload a cover letter and resume addressing your qualifications as they align with the job description. Also provide names and contact information of three professional references. Transcripts may be requested at a later date.

To receive full consideration, all requested application materials must be submitted via the online system by January 18, 2016.

For further information please contact Bill Million, University of Illinois Extension State 4-H Office, 217-333-0910, wmillion@illinois.edu. For technical assistance with the online application process, call 217-333-6747 or email jobs@illinois.edu.

Illinois is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. Illinois welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity. (www.inclusiveillinois.illinois.edu).