



FACCSF Job Opening: Event Manager

The French American Chamber of Commerce of San Francisco (FACCSF) is hiring an Event Manager to support the organization of its 100 events / year. Events range from small networking gatherings to the 2 annual signature events of the FACCSF: the French American Business Award Gala Dinner (300 participants) and La Soiree, the French American Gastronomy & Wine event, (over 1000 participants).

All formats of events exist: conference, networking, demos, trade shows, wine tastings, etc.

Events take place from South bay to Napa Valley area.

This is ideal for someone who is well organized, detail-oriented, able to juggle many tasks and wants to take up a challenge!

The Event manager is under the direct supervision of the Executive Director.

The FACCSF provides rewarding opportunities to interact with many French and American organizations both private and institutional in a non-profit environment focused on providing value to businesses in the French-American community.

Location: San Francisco, CA

Status: Full Time

Gross Compensation: \$35K per year + medical benefits

Annual contract – 3 weeks vacation

Responsibilities:

Management of +100 events / year - coordination of all the logistics and organization aspects:

- Logistics: catering, beverage, venue, etc.
- Content: speakers & moderators
- Communication (with the communication coordinator): timeline, sending invitations, thank you notes, post-event monkey survey, etc.
- Financials: budget management, sponsor seeking, etc.

Requirements:

- Fluency in both spoken and written English and French is a must
- Previous event management experience required.
- Good organizational skills
- Detail-oriented
- Self-motivated team player with a positive attitude
- Maintain an organized workflow
- Perform multiple tasks and prioritizing tasks daily
- Maintain a confident and positive attitude with teams, partners, clients
- Good computer skills: pack office, Gmail, Google docs, Google calendar, Internet, CRM
- US work permit or eligible to J1 trainee visa
- California drivers license
- Flexibility on hours

If you are interested, please send us your resume + cover letter at info@faccsf.com

Company Description:

Created in 1978, the FACCSF has 2 principal missions: Serving the needs of the French American business community, Support of French and American companies with their trade needs. More information:

www.faccsf.com