



CENTER FOR CREATIVE LAND RECYCLING

RECLAIM. CONNECT. TRANSFORM.

Title: Senior Events and Program Associate

Reports to: Senior Program Manager

Type: Full Time (40 hours/week)

FLSA Classification: Non-exempt

Work Type: Remote

Residential Location: California (Preference)

Pay Range: \$36.53 - \$40.96 per hour

Date: July 7, 2025

About the Organization

The Center for Creative Land Recycling (CCLR) is the oldest national non-profit organization pioneering infill development and land reuse to promote human and environmental health and economic revitalization. Our mission is to advance communities' sustainable and equitable reuse of underutilized and environmentally-impacted, or brownfield, properties.

Through training and technical assistance CCLR offers communities the tools needed to turn blighted properties into community assets including housing, open space, and commercial properties, thereby creating jobs and local tax revenues. To ensure optimal outcomes for our projects, we lead policy efforts at all levels of government to remove obstacles to sustainable development, increase available funding, and promote access to resources. CCLR engages stakeholders from all sectors and disciplines in creative partnerships that promote collaboration and innovation in sustainable development.

This position will join CCLR's program team.

Position Overview

Reporting to the Senior Programs Manager, the Senior Events and Program Associate will help organize and execute all online and in-person educational events including webinars, regional workshops, and statewide multi-day conferences whether hosted by CCLR or a third party.

The Senior Events and Program Associate is an essential role on our team who will work with all team members, but will work particularly closely with the Senior Programs Manager and Communications team. The ideal candidate will have a track record in organizing in-person and virtual events and webinars, excellent organization, time management, and communication skills; strong experience in project management; takes satisfaction in getting results in a fast-paced environment; and is able to handle complex competing priorities.

Duties and Responsibilities include the following:

- **Develop Event Strategy/Execution:** Engage with the CCLR team in discussing event/webinar options and priorities, including content and geographic focus. Use spreadsheets or project management software to develop a list of tasks, task responsibilities, and the timeline for execution.

- **Support Content Development:** Including aiding the identification of topics and speakers, helping to craft a cohesive event theme or mission, and keeping session organizers on schedule and on target.
- **Event Promotion:** Work with CCLR's Communications team to brand and promote events including: drafting event description, session blurbs, and event graphics and developing/managing a promotion and outreach campaign.
- **Logistics:** Coordinate logistics surrounding the organization and execution of virtual and in-person events. Including:
 - Set up and oversee online registration
 - Identify and work with vendors (venue, catering, AV, printing, etc.), assisting in reviewing vendor quotes and proposals, ensuring vendors are paid.
 - Develop a list of collateral and supplies and ensure that all supplies are ordered/purchased/uploaded on time.
 - Identify and prep the appropriate online platform for virtual events.
 - Assist in developing and managing event budgets.
- **Coordination with Internal and External Teams:** Help communicate event planning progress, road-blocks, goals, and priorities to both third-party event stakeholders and internal CCLR staff. Coordinate with event co-organizers and/or event organizing committee to ensure programming is relevant, contextual, and on mission.
- **Prep Speakers and Staff:** Work with the event planning team to ensure that speakers and staff are prepared and understand their roles, responsibilities, and deliverables. This includes scheduling and assisting dry-runs, drafting event playbooks, and sending reminder emails.
- **Event Execution:** For in-person events, help direct all on-the-ground activities. For on-line events, assist in managing the back-end of the chosen virtual platform (zoom in most cases)
- **Event Tracking and Evaluation:** Evaluate event success using online and printed surveys, and develop next steps and priorities given evaluation results. Develop, Organize, and Maintain Event & Priorities Tracker and assemble and track event details for quarterly reporting

Supervisory Responsibilities: Manage certain CCLR team tasks, vendors, and contractors as needed.

The ideal candidate will have the following experience and qualifications:

- B.A. or B.S. degree.
- 3-6 years of increased responsibility in event planning and execution with demonstrated success and experience coordinating the full life cycle of an event.
- Proven project management and leadership skills and ability to prioritize multiple tasks and meet firm deadlines.
- Demonstrated knowledge and experience organizing educational, community-oriented events around land reuse and/or community revitalization.
- Superior oral communication, writing, editing, and proofreading skills.
- Self-starter with strong experience working independently and remotely.
- Experience with an array of online meeting, registration, and virtual event platforms including Zoom, Whova, Eventbrite, Survey Monkey, Mentimeter, Constant Contact, etc

- Knowledge of land reuse and/or community development is preferred.
- Graphic design experience is a plus

Position: This is a remote position and residence in one of the following states is required: California, Arizona, Nevada. Travel, including overnight stays, to attend workshops/events and to meet with key stakeholders will be required and is not expected to exceed 20%. Access to reliable transportation and/or a personal vehicle is necessary to accommodate travel needs. Candidates must have regular access to the technology needed to execute the role.

Physical Demands

The employee is frequently required to sit and use a computer. The employee is occasionally required to stand and must occasionally lift and/or move up to 25 pounds.

Benefits

- Ten (10) days of paid vacation on an accrual basis and increases with tenure
- Ten (10) days of paid sick leave on an accrual basis
- Eleven (11) paid holidays
- Eligible for 3% SIMPLE IRA match after 90 days
- Eligible for Individual Coverage Health Reimbursement Arrangement of up to \$750 per month after 90 days.
- Internet and cell/mobile phone stipend of \$75/month
- Remote office support: Employer provided laptop and peripherals (monitor, keyboard, mouse)

CCLR is an equal opportunity employer that highly values diversity. We seek talented and qualified individuals regardless of age, ancestry, color, creed, ethnicity, gender identity, marital status, military obligations, national origins, physical abilities, race, religion, socio-economic status, sexual orientation and veteran status.

Please consider joining our talented team!

To learn more about CCLR, visit www.cclr.org.

To Apply:

To apply, please send a cover letter and resume using the subject line “ **Senior Events and Program Associate Application**” to careers@cclr.org. Please share examples of events you’ve coordinated in your cover letter - from early stage planning through post-event evaluation.