Community and Economic Development Associates Position Description:

Event Planning Specialist

Community and Economic Development Associates (CEDA) seeks an individual to fill the position of Event Planning Specialist.

Interested, qualified individuals may submit resume and cover letter to teri.root@cedausa.com - Open to both Internal and External applicants simultaneously. Due Date: 11/13/2026, late applications will not be considered.

About the Organization--- CEDA was created in 1986 as a 501(c)(3) non-profit corporation then called the Southeastern Minnesota Development Corporation. In 2010, the agency became Community & Economic Development Associates (CEDA) as a result of increased interest and inquiries received from communities outside of the agency's original service area of Southeast Minnesota. The name change reflects CEDA's commitment to providing services to fit the needs of any rural community. CEDA provides on site and/or project based economic and community development services to rural communities and counties in Minnesota, Iowa and Wisconsin currently. Our team brings with it over 150 years of collective development experience. For additional information about CEDA and the services we provide, check out our website at www.cedausa.com.

Position--- Event Planning Specialist, with the possibility of moving to a management position once probationary period is completed

Number of Openings--- 1

Full-Time/Part-Time--- 1 Part-time

Location--- Remote, with limited travel within the CEDA territory required.

Salary Range— $50,000 - $75,000 DOQ, pro-rated to reflect hours worked per week

Hours--- This role within CEDA is up to 16 hours per week, with the option of additional hours to achieve full-time status within a CEDA community or other contract work

Benefits--- Vacation, Health Insurance, Life Insurance, SIMPLE IRA, HSA, Long-term Disability, AD & D, Sick Leave, 8 Paid Holidays (must be employed at a Full-time status to qualify for available benefits)

Position Description--- This position will be responsible for the planning and execution of all CEDA and event partner events. Responsibilities could include (but are not limited to):

- Planning and execution of CEDA events
  - Annual Meeting
  - Other CEDA events, such as: Regional Development Tour, Partnership Event and any other CEDA events
  - Define event objectives, target audiences, themes, and formats in partnership with leadership
  - Develop, track, and reconcile event budgets to ensure cost-effective delivery
  - Research, visit and negotiate contracts with venue, caterers, and audiovisual
  - Manage all logistics of the event including: schedule, timelines, design, travel and lodging arrangements
  - Partner with CEDA's Communications Manager and leadership to ensure event messaging aligns with the CEDA brand.
  - Lead setup, manage staff, problem solve in real time, and oversee tear-down.
  - Send an event thank you to all sponsors and attendees, collect feedback, reconcile invoices, and present the impact of the event.
  - Develop and execute marketing campaigns for CEDA events, workshops and programs; ensuring Brand compliance in accordance with the standards put in place by the Communications Manager
  - Create event materials including graphics, signage, presentations, programs, sponsor materials and registration.
  - Support registration efforts

The Event Planning Specialist will report directly to the CEDA CEO/President, with direct oversight from the CEDA Human Resources Manager.

Qualifications—CEDA is looking for a team member who wants more than just a job. We're seeking a passionate, engaging individual who can find excitement and value in the important work that our organization does. The ideal candidates should be self-motivated, possess high business morals, have excellent oral/written communication skills, and be energetic, results-oriented, and able to develop productive relationships. Qualified applicants should have applicable experience or a degree in community/economic development, public administration, business administration, marketing, management, or another relevant field.

Applicants must have a valid driver's license and reliable means of transportation.

Community and Economic Development Associates (CEDA) is an Equal Opportunity Employer committed to creating a diverse workforce. We will not discriminate against any employee or applicant based upon characteristics protected by law. We welcome and encourage people of all life experiences and backgrounds to apply.