

May 10, 2024

JOB VACANCY ANNOUNCEMENT
ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS
222 North LaSalle Street, 13th Floor
Chicago, Illinois 60601

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| POSITION: | Event Planner |
| LOCATION: | Hybrid (Remote/In Person) Chicago AOIC Office |
| DIVISION: | AOIC Judicial College Division |
| SALARY: | \$61,132 – commensurate with experience |
| BENEFITS: | An attractive judicial branch benefits package is offered, including, pension, medical, dental, vision, life insurance, deferred compensation options, as well as vacation, sick and personal leave. |
| REPORTING RELATIONSHIP: | Associate Deputy Director, Operations and Event Management Unit, Judicial College Division |

BACKGROUND: The Supreme Court of Illinois Judicial College (Judicial College) was established January 1, 2016, by Order of the Illinois Supreme Court to provide comprehensive continuing education to Illinois judges and judicial branch justice partners including, adult and juvenile probation and detention officers, circuit court clerks and deputy clerks, trial court administrators, guardians *ad litem* in abuse and neglect matters, legal and administrative judicial branch staff, and pretrial officers. The Judicial College is comprised of seven Standing Committees and numerous Workgroups governed by a Board of Trustees. The Judicial College Division of the Administrative Office of the Illinois Courts (AOIC) and its four Units – *Learning & Development*, *eLearning & Technology Services*, *Professional Development* and *Operations and Event Management*, support the Judicial College in collaboration with other AOIC Divisions and non-Judicial College Supreme Court Boards, Committees, and Commission on professional education.

- *for more about the Supreme Court of Illinois Judicial College, visit:*
http://illinoiscourts.gov/IL_Judicial_College/default.asp

POSITION OVERVIEW: We are seeking an experienced and detail-oriented Event Planner to join the team of the AOIC Judicial College Division Operations and Event Management Unit. The role requires professionalism and decorum, excellent interpersonal skills, and verbal and written communication skills, as well as technology proficiencies that aid planning and project management. The Event Planner will engage in activity related to all aspects of meeting and event planning, coordination, organization, and execution for a range of professional adults within the Illinois Judicial Branch. Proficiency using Zoom, Google Suite, Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), Adobe software and related technologies will be assessed. Hours will vary based upon meeting and event calendars. Area and statewide travel, including some overnight and Sunday travel, should be anticipated.

DUTIES AND RESPONSIBILITIES

- Assist in the planning, coordination, organization and delivery of all aspects of meeting and event planning for meetings ranging from small – 1,000+ at venues across the State of Illinois.
- Manage meeting and event marketing and communications with all levels of staff, vendors, planners, participants and faculty.
- Collaborate, and independently manage tasks related to meeting and events: scheduling; venue selection; catering; vendor requests for proposals (RFPs); purchase authorizations; vendor bid

certifications; vendor assessment and procurement; detailed banquet event orders (BEOs) identifying staff, participant and faculty needs, meeting space plans, audio visual requirements, seating, and meals; lodging, parking, travel and travel reimbursement guidelines; invoice vouchers; expense reports; comprehensive registration (communications, badges, scanning, attendance and credit tracking, reports); venue, participant, and faculty data management.

- Provide exceptional support and service during meetings and events.
- Coordinate event logistics as needed.
- Conduct and participate in post-event meetings and event assessments; evaluate feedback; draft post-event reports; engage in future planning.
- Develop working knowledge of the Illinois Judicial Branch, the AOIC, Illinois Judicial College structure and target audiences, Illinois Judicial Branch Procurement Policies, Illinois Judicial Branch Travel Guidelines, audits, and related fiscal and operational policies.

PROFESSIONAL EXPERIENCE QUALIFICATIONS: Two years of direct experience with a reputable professional entity providing event planning, operations and logistics for professional adults, *required*. Experience in the hotel or hospitality industry, *strongly preferred*. Preference given to candidates with experience planning and executing professional meetings and events for small – 1,000+ participants, and those with knowledge of hotel sales, banquet management, lodging management, meeting space planning, audio visual and venue vendor procurement. The successful candidate will be:

- Service oriented with a focus on meeting and event excellence.
- Punctual, professional, exercising proper decorum.
- Possess excellent interpersonal skills and written and verbal communication skills.
- Able to work collaboratively or independently, with strong project management skills.
- Proficient in using Zoom, Google Suite, Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) Adobe software and related project management technologies.
- Knowledge of hospitality services and generally accepted standards.

PHYSICAL REQUIREMENTS: This position requires in-state travel and may require out of state travel on occasion, the ability to lift and carry objects (approximately 25 lbs.), sit and/or stand for extended periods of time; ability to use computer and standard office equipment, process written and electronic documents. Must have or be able to obtain a valid Illinois driver's license.

At this time, this position is hybrid, allowing for remote work from a Chicago area-home, except for scheduled in-office meeting and planning days, and on-site meetings and events. Employees will be provided a laptop and related computer equipment necessary to perform work duties but must have sufficient home internet (at no cost to employer) to work remotely. Candidates must be able to report to the Chicago office or the identified meeting or event site when in-person attendance is required. Hybrid work privileges are subject to work responsiveness and the Supreme Court of Illinois Remote Work Policy.

Interested individuals should submit, via email, a letter of interest, resume, and completed [Judicial Branch employment application](#) to courtempoyment@IllinoisCourts.gov.

This position will remain open until filled.

Equal Opportunity Employer