

Job Description

Posted: April 2019
Position: **Membership and Events Coordinator**
Dept./Division: Commercial Divisions
Status: Non-Exempt
Reports to: Executive Vice President, Commercial Divisions- GBREB

Position summary

The Membership and Events Coordinator is responsible for supporting the Commercial Divisions of the Greater Boston Real Estate Board team by managing the membership database and event preparation for close to 40 education, social, and networking programs a year. Events include educational luncheons, networking receptions, golf tournaments, awards programs, committee meetings, and much more. This person will be responsible for event registration process for all events, including billing and event reconciliation. This person will be responsible for managing the production of event communications and maintaining information on the websites. Membership responsibilities include managing the dues renewal process through invoicing, recording dues payments, updating member records, running reports, and tracking payments.

Membership Responsibilities:

- Manage membership dues renewal and recruitment process through invoicing, member outreach, processing invoices
- Respond to general questions regarding membership
- Work closely with members to identify appropriate engagement opportunities through committee involvement and manage committee tracking lists

Events Responsibilities:

- Manage event registration process for close to 40 programs per year, including billing and event reconciliation
- Prepare for events including running registration reports, printing nametags, printing event collateral and packing event materials.
- Respond to inquiries regarding each program and event
- Attend all programs and events and provide registration and event coordination support

Event Marketing / Communications

- Maintain/update division websites
- Manage the production of online event communications, including writing and proofreading content
- Support social media efforts

Additional Responsibilities:

- Work closely with Executive Director on assigned Board Meeting and Committees, prepping for the meetings, providing registration reports, drafting meeting minutes
- Assist with production of Annual Report and annual Board Handbook
- Other duties as assigned by Executive Director

Qualifications

- Bachelor's degree in event management, business, communications, marketing or a related field is preferred
- 2 + years of experience in event management, member relations, customer service or marketing is preferred
- Exceptional customer service and interpersonal skills
- Excellent writing and communication skills
- Strong organizational skills and keen attention to detail
- Ability to work independently and as part of a team
- Strong work ethic
- Proficiency in Microsoft Office Products, Excel, PowerPoint
- Database management experience
- Interest and experience with social media

Please send cover letter and resume to resumes@gbreb.com. No phone calls please.

The Commercial Divisions - Building Owners and Managers Association (BOMA), Commercial Brokers Association (CBA), Real Estate Finance Association (REFA) and Rental Housing Association (RHA) are divisions of the Greater Boston Real Estate Board. www.gbreb.com