

**Job Description**  
Membership & Events Coordinator

June 2021

Dept./Division: Commercial Divisions  
Building Owners and Managers Association (BOMA), Commercial Brokers Association (CBA), Massachusetts Apartment Association (MAA) and Real Estate Finance Association (REFA)

Position: **Membership & Events Coordinator**

Status: Non-Exempt

Reports to EVP – 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 programs, networking receptions, golf tournaments, awards programs, and special events. The role will be responsible for event registration process for all events, including billing and event reconciliation. The role will also be responsible for coordinating the production of event communications and maintaining information on the websites. Membership responsibilities include processing new member applications and coordinating the annual dues renewal process through invoicing, recording dues payments, updating member records, running reports, and tracking payments.

**Membership Responsibilities:**

- Coordinate annual membership dues renewal process through invoicing, member outreach, processing invoices.
- Process new member applications and send out new member welcome materials.
- Respond to general inquiries regarding membership and events.
- Work closely with members to identify appropriate engagement opportunities through committee involvement and maintain the committee tracking workbook.

**Events Responsibilities:**

- Coordinate 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 programs and events.
- Attend assigned programs and events, providing registration and event coordination support.

**Event Marketing / Communications**

- Maintain and update division websites.
- Coordinate the production of online event communications, marketing materials and online registration pages.
- 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.
- Coordinate the production of the Board Handbook and Annual Report.
- Manage assigned committees and special projects as needed.
- Other duties as assigned by Executive Director.

### **Qualifications**

- Bachelor's degree in business, communications, marketing or a related field
- Experience in association management, event planning, education development, client relations, member relations, sales or marketing
- Excellent written and verbal communication skills
- Excellent interpersonal skills
- Ability to work effectively in a team environment as well as multi-task, prioritize and complete projects on time.
- Strong people skills with an enthusiastic and positive attitude
- Strong analytical skills.
- Proficiency in MS office Products including Excel, PowerPoint, and CRM software like Salesforce, IMIS.
- Experience with Social Media Platforms including Twitter, LinkedIn, Instagram and Facebook
- On some event days, candidate must be able to stand for periods of time and participate in event set-up and tear down, carrying event materials and lifting 25-pound boxes.

### **About us: The Greater Boston Real Estate Board**

Representing over 12,000 members, The Greater Boston Real Estate Board (GBREB) is the oldest Real Estate Trade Association in the United States. GBREB consists of five organizations: Building Owners and Managers Association (BOMA), Commercial Brokers Association (CBA), Greater Boston Association of Realtors® (GBAR), Real Estate Finance Association (REFA), and the Massachusetts Apartment Association (MAA). GBREB is an affiliate of the National Association of REALTORS®, BOMA International and the National Apartment Association.

Through the Greater Boston Real Estate Board and the 5 divisions we provide members with advocacy, education, events, visibility, and networking opportunities to help strengthen the profession.





The Greater Boston Real Estate Board is committed to the principle of equal employment opportunity. Applicants for employment and employees are reviewed on their individual qualifications for a position. Under no circumstances will The Greater Boston Real Estate Board discriminate against qualified persons on the basis of race, color, religious creed, retaliation, national origin, ancestry, sexual orientation, gender, gender identity/expression, disability, mental illness, genetics, choice of health insurance, marital status, age, veteran status, or any other basis prohibited under applicable law.

Applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

To apply for the position, please send cover letter and resume to Adrienne Maley, EVP – Commercial Divisions at [resumes@gbreb.com](mailto:resumes@gbreb.com).

