

Job Description

Date: May 2012

Dept. /Division: Building Owners and Managers Association (BOMA) and Real Estate Finance Association (REFA)

Position: **Membership and Events Coordinator**

Status: Non-Exempt

Reports to: Executive Director, BOMA and REFA

Position summary

BOMA and REFA are business associations serving over 1,000 professionals from Greater Boston's Commercial Real Estate Industry. We provide engagement and networking opportunities for our members through committee meetings, networking events, informational programs, continuing education and annual events. The membership and events coordinator will work closely with the team to support all membership and event related functions.

Membership Responsibilities:

- Respond to general questions regarding membership for BOMA and REFA
- Maintain membership database – including updates with contact information
- Review and process new membership applications and renewal applications
- Prepare and send welcome emails to new BOMA and REFA members
- Run membership reports
- Maintain BOMA Boston's membership list on BOMA International site

Events Responsibilities:

- Respond to inquiries regarding each program and event
- On-site attendance at all programs and events; coordinate on-site registration and other activities as required
- Prepare and organize all registration materials for events, nametags, signage, speaker cards, attendee lists
- Process event registration, payments, receipts and invoicing for programs and events
- Maintain division calendars for ongoing programs and events
- Monitor event registration and keep team updated on current registration numbers
- Maintain tracking documents for events, including current registration and final registration numbers
- Work with team to meet and exceed registration numbers for each event

Event Marketing:

- Coordinate printing and mailings with marketing department as required
- Provide event information to web developer for updates on site
- Assist in the creation of program and event flyers
- Assist team with social media efforts

Qualifications:

- Bachelor's degree in business, communications, marketing or a related field is preferred
- Minimum of 1 year work or internship in an office environment
- Experience in event management a plus
- Strong organizational skills and keen attention to detail
- Exceptional customer service and interpersonal skills
- Excellent writing and communication skills
- Ability to work independently and as part of a team
- Strong work ethic
- Proficiency in Microsoft Office Products, Excel, PowerPoint, Publisher
- Database experience a plus
- Interest and experience with social media

To apply for this position, please send resume and cover letter to Adrienne Maley, Executive Director, BOMA and REFA at refa@gbreb.com.

No phone calls, please.

Building Owners and Managers Association (BOMA) and Real Estate Finance Association (REFA) are divisions of the Greater Boston Real Estate Board. www.gbreb.com