



Title: Event Coordinator

ID: TBD

Department: Communications Services

Reporting To: Manager, Communication Services

Pay Grade: 7

Updated: August 16, 2024

Range Min: \$56,444

Range Max: \$84,666

### **Position Summary**

Reporting to the Manager, Communication Services, the Event Coordinator supports the Event Planner in the delivery of all aspects of event planning and execution as directed, as well as the Member Services and Training team in the delivery of CREB Campus events and space activation. This will include duties such as pre- and post-event administrative tasks and reporting, onsite event support from set up to tear down and volunteer management to guest experience, assisting in planning of events, and leading the planning of smaller events.

Required skills and traits include superior organization and time management skills, flexibility, creativity, working well in stressful situations, and managing competing priorities. Strong attention to detail, technology literacy, and a strong commitment to client and member service are also required.

### **Communication Services Events**

- Coordinate events, which may include handling registration and RSVPs, venue and catering communications, volunteer recruitment, set up and take down, organizing vendor contacts, coordinating between CREB departments, sourcing rentals, logistics and deliveries, IT requirements, etc.
- Onsite event support, such as volunteer management, guest experience, logistics, registration, coordinating vendors, etc.
- Work collaboratively with the Event Planner to determine event objectives, audience, format, scope and budget, as directed.
- Work collaboratively with the Communication Services team on event communications and graphic design requirements.
- Generate event activation and logistic ideas and prepare event proposals.
- Prepare post-event reports, such as relevant metrics and performance indicators.
- Coordinate the drafting of invitations and the creation of targeted mailing lists
- Manage all event technology requirements including the online registration system, Zoom, Survey Monkey, MailChimp, etc.
- Document updates, such as budgets, task lists, contacts, proposals, reports, etc.
- With guidance, take the lead on smaller projects and events.
- Compile yearly general sponsorship and event specific sponsorship fulfillment reports.
- Working events outside of normal Monday to Friday business hours, as required.

- Other tasks and activities as assigned.

### **Campus Events and Space Activation:**

- Conceptualize, plan, and execute various CREB® Campus events and member engagement strategies throughout the year to activate the Campus space and encourage member involvement. These events include but are not limited to, pop-ups, Christmas market, etc.
- Collaborate with Member Training and Member Practice on training-related events, such as Munch & Mingles, held at the Campus.
- Solicit member feedback to ensure that CREB® Campus event offerings are aligned with member needs and preferences.
- Ensure that all events held in the Campus space comply with policies, including securing necessary permits and licenses (such as liquor licenses and PAL insurance), providing taxi vouchers, and adhering to fire code regulations.

### **Education Requirements**

- Relevant diploma or degree, or equivalent experience.

### **Years of Experience**

- One or more years of experience planning and executing events preferred.

### **Additional Qualifications**

- Lift up to 50lbs.
- Valid drivers license

### **Core Competencies – What We Value Most**

#### Service

- Putting the interests and needs of our members at the forefront of our interactions.

#### Excellence

- Continuously improving our work and ourselves to meet increasing expectations.

#### Professionalism

- Holding each other to high professional standards that earn member and consumer trust.

#### Community

- Building and nurturing a diverse, inclusive and equitable community of professions that are better together.

Listening

- Asking members what they need and responding to the collective interest of the community.

Advocating

- Proactively protecting and enhancing the interests of our members.

<b>Skills and Abilities</b>	<b>Weight</b>
<p>Communication</p> <p>Communicates effectively and appropriately. Uses good judgment as to what to communicate to whom as well as the best way to get that accomplished. Speaks in a clear and credible manner, selecting the right tone for the situation and audience. Listens to others and allows them to make their point. This is quite different than those who tend to select the wrong means of communicating, or who communicate information to inappropriate people. It also contrasts with those whose messages are not clear or lack credibility, as well as those who demonstrate poor listening skills and are unreceptive to feedback.</p>	25%
<p>Attention to Detail</p> <p>Achieves thoroughness and accuracy when accomplishing a task through concern for all the areas involved. Behavioral Indicators Provides accurate, consistent numbers on all paperwork Provides information in a useable form and on a timely basis to others who need to act on it. Maintains a checklist, schedule, calendar, etc. to ensure that small details are not overlooked Follows policies, procedure, safety and security measures in using various equipment Work requires little or no checking Writes down important details in messages or communications, so the details are not lost or forgotten.</p>	25%
<p>Managing Multiple Priorities</p> <p>Handles multiple assignments and priorities yet still fulfills all commitments. Readily accepts new responsibilities and adapts well to changes in procedures. Gives appropriate priorities to various work demands. This is quite different from those who struggle to stay focused when faced with multiple priorities; focus only on one or two job priorities while neglecting others; and/or hesitate, complain or refuse to accept new procedures or assignments.</p>	25%
<p>Time management</p> <p>Prioritizes tasks and manages time to ensure that deadlines are met. Plans his or her time and sticks to those plans. Prevents or manages interruptions until the highest priority tasks are accomplished. This is in contrast to those individuals who fail to prioritize tasks or are not tenacious or disciplined enough to stay focused on the highest priority aspects of the job. This tendency to lack focus or discipline results in unmet deadlines and frustrated stakeholders.</p>	25%

**Skills and Abilities - Additional Information**

- Good relationship building and networking skills
- Good problem-solving skills
- Excellent planning skills
- Excellent organizational skills
- Proficient in Microsoft Office Suites
- Proficiency in IMIS and Sitecore or other relevant online registration, content management and event technology
- A positive, solution-focused attitude

### **Employee Statement of Understanding**

I have read and understand the job description for my position. I am able to perform all of the essential functions of this position.

I agree to comply with the corporate compliance policy and all laws, rules, regulations, and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards of conduct to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the organization. All employees are required to adhere to the values in all their interactions with customers and fellow employees.