



THE REAL ESTATE COUNCIL

Events Experience Coordinator
The Real Estate Council (TREC)
The Real Estate Council Community Investors (TREC CI)
The Real Estate Council Special Events
Reports to Sr. Director of Communications and Brand

Position:

The Events Experience position has responsibility within three major areas of the organization – TREC, TREC CI, TREC Special Events. This position is responsible for strategy, management and coordination between various TREC departments to ensure members, the community and the public enjoy a consistent and high-quality experience at all TREC events. The position requires a high degree of organization, initiative, and the ability to work collaboratively with multiple managers and colleagues and, at times, with minimal supervision and under pressure. The individual must be flexible, possess the ability to multi-task and prioritize duties in response to the demands of the day-to-day activities of the organization. It also requires well developed people skills, tact, professional demeanor, and the ability to communicate effectively with individuals at all levels of the organization including board members, committee chairs, volunteers, civic leaders, vendors/contractors, media, and public officials.

Skill Requirements:

- Achievement Focus – Demonstrates persistence and overcomes obstacles. Measures self against standard of excellence. Recognizes and acts on opportunities. Sets and achieves challenging goals.
- Communications—Strong listening and comprehension skills. Excellent written and oral communication skills.
- Dependability – Commits to doing the best job possible. Must have a positive attitude and balance team and individual responsibilities.
- Detail-oriented – Uses time efficiently and works in an organized manner. Capable of prioritizing tasks.
- Innovative – Develops innovative approaches and ideas, displays creative thinking and is willing to take on new challenges.
- Knowledge of the commercial real estate industry is a plus.
- Leadership and Ethics - Inspires others and upholds organizational values. Works with integrity and respect. Reacts well under pressure. Shows courage to act.
- Professionalism- Must be confident, articulate and poised with the ability to represent TREC as an organization.
- Strategic Thinking – Helps to develop and manage strategies to achieve organizational goals.
- Teamwork – Contributes to building positive team spirit, puts success of team and organization above own interests.
- Technical Skills—Excellent computer, software, and database skills (preference for Nimble and Salesforce CRM) and experience in Adobe Creative Suite and Microsoft Office.

Special Requirements:

Local travel for meetings and volunteer support activities, as requested, and occasional evening, and weekend work. Some early mornings and late evenings are required. Individuals should be able to meet physical demands and be able to lift up to twenty pounds.



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Work Experience:

4-year degree preferred or commensurate experience. Minimum 2-3 years experience in related field – meeting/event coordination, program planning, member/donor/vendor relations and volunteer management.

Specific Job Duties Include:

Event and Program Support

- Support the development of a strategy for completing the program of work for events. This includes working with various staff members and departments to execute exceptional events.
- Manage all event logistics and vendor relationships, including but not limited to, audio-visual, venue, food and beverage, and decor.
- Manage budgets by negotiating costs and services with all vendors and working with staff, committee members, board members and others to ensure a financially successful event within budget.
- Coordinate and manage staff required for each event by preparing event briefs, task responsibilities, supplies.
- Coordinate with Communications and Marketing team on event promotion, signage, printed collateral materials, scripts, timelines, run of show, and presentation materials. To ensure these are completed in a timely manner.
- Set event layout, and in coordination with other staff as needed, assign tables and prepare nametags.
- Gather feedback and data after events to include surveys, debrief meetings to assist in continuously improving the experience for our members and the public.
- Demonstrate an understanding of attendees' needs.
- Be the on-site event coordinator, main point of contact for TREC, for vendors and venue staff.

Special Events (FightNight & Young Guns Fundraiser)

Duties include all those listed above in addition to the following:

- Coordinate and manage all event committees ensuring each committee chair is supported administratively and with the required information to have a successful fundraising event. This includes preparing agendas and meeting materials.
- Manage and oversee all production elements and logistics for Special Events, ensuring that all sponsorship benefits are fulfilled.

Additional Responsibilities

- Represent the organization at events and programs hosted by The Real Estate Council.
- Assistance to other organization employees at TREC Community Investors events as needed (team player).
- Other special projects as identified.