



Events Coordinator

The **Greater San Diego Association of REALTORS®** is the premier real estate trade association in San Diego. We are the largest association in the state and the largest trade association in San Diego. We make a difference by providing training, benefits and resources to help our members excel in the real estate industry and we are looking for an experienced Events Coordinator to join our team.

Summary

Provides administrative and event support to the events department including assisting in all association events by performing the following duties.

Responsibilities

- Manages all event reporting pre, post and during event cycle to include Master Tracking Report, Master Scorecard and Committee/Department Status Reports. Assists with additional reporting as assigned.
- Assists, prioritizes, and implements project plans with Event Manager for trade shows, major membership events, and leadership meetings as needed.
- Assists Event Manager, Marketing and Sales in theme, demo, and exhibit space layout development for trade show booths.
- Create, update and manage conference binders, Events Standard Operating Procedures (SOP) and meeting agendas. Assist with event signage as needed.
- Makes space reservations for trade show booths, and coordinates shipping of booth materials, booth setup, staffing, demos, and lead collection.
- Assists Event manager on site with room setups, food and beverage, AV equipment and guest rooms. Coordinate, set and run small events (50-70 attendees) with assistance from Event Manager as needed.
- Coordinates the registration process for all conferences and events as directed by Event Manager.
- Assists Event Manager as requested in an administrative capacity.

Qualifications

- 2 - 4 years of event planning experience preferred
- 1 - 2 years of past Admin/support experience
- Bachelor's Degree in Marketing, Business or communications preferred
- Excellent written and verbal communication skills
- Proficient in MS Office, Excel (advanced) Outlook and Email and some experience with database software

- Extreme attention to detail and follow up skills
- Must be able to multi-task in a high pressure environment with multiple deadlines
- Must be able to interact with various levels of staff and volunteers

GSDAR offers competitive salary and benefits package. We are proud to be an EEO/AA employer M/F/D/V. We maintain a drug-free workplace and perform post-employment drug screenings.

Please e-mail resume and salary requirement to ssouza@sdar.com attn: Human Resources.

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