



Events & Administrative Coordinator

We are looking for an enthusiastic, detail-oriented team player who has:

- Interest in building a career in the nonprofit sector;
- Ability to work professionally and cheerfully with and support a wide range of volunteers and staff;
- Willingness to learn and solve problems; and
- Outstanding customer services skills.

Job Responsibilities

Event assistant tasks include:

- Creates and manages registration materials including but not limited to data entry, online form development, confirmations, receipts/invoices, attendee communications, rosters, reminders, name badges, closing out events and maintaining all appropriate historical and database files for assigned programs;
- Responds to customer service inquiries/requests via telephone, email and in-person at educational and networking events in a timely manner;
- Coordinates meeting room set-up, audio-visual equipment, supplies, and food and beverage for designated events;
- Assists in monitoring event activities to ensure performance and compliance with contractual obligations and assists with resolving issues;
- Maintains calendar of NAIOP events, special projects, and assignments for NAIOP staff and volunteers.
- Provides onsite support for assigned NAIOP events and leads registration including volunteer management. Ensures supplies are adequate and assists in providing efficient and friendly onsite registration services.

General administrative tasks include:

- Performs data entry and processing of all memberships and registrations received and maintains accuracy of all records;
- Provides support for activities related to membership recruitment & retention;
- Reconciles daily transaction reports and prepares monthly event reports for accounting;
- Communicates customer concerns or trends to the Executive Director and serves as a member advocate to improve the overall customer experience;
- Serves as staff support for designated volunteer committees; and
- Other duties assigned to support overall event preparation, execution and daily operations.

Special Skills/Qualifications:

NAIOP Washington has up to 50 events a year throughout the Puget Sound (averaging one per week). The ideal candidate must be able to handle an untraditional work schedule. **Events for staff can begin as early as 5:30 a.m. or end as late as 8 p.m.** Staff is granted flex time, but early/late hours for prescheduled events are mandatory.

- Two to five years of professional experience or a bachelor's degree is required.
- Database experience preferred.
- Excellent communication skills and attention to detail.
- Proficient in Microsoft Office Professional suite programs including mail merges and spreadsheets.
- Reliable transportation to/from events all over the Puget Sound along with the ability to work early mornings, nights and weekends as required by current workload.

Position Details:

- Part-time telework available (once probationary period is over). NAIOP's office is in Belltown.
- Full-time salaried position with benefits.

To learn more about NAIOP Washington State, visit www.naiopwa.org. Visit our Events Calendar to see a sample of upcoming events.

Interested applicants should submit a resume, cover letter, and salary requirements to jobs@naiopwa.org. Applications without a cover letter will *not* be considered. In your cover letter please address, why you are good fit for this position.