

**POSITION TITLE: Events Coordinator**

**POSITION SUMMARY:** Coordinates MAAR Membership Meetings and Events; serves as Staff Support to the Young Professionals Network and Women’s Council of REALTORS®.

**SPECIFIC EVENT RESPONSIBILITIES:**

* Proposes and develops meeting themes
* Develops detailed meeting agendas and scripts for the emcees
* Creates graphics and video content for program and PowerPoint
* Proposes and arranges participation of speakers
* Arranges for related logistics, including staging, audio/visual, décor, valet, etc.
* Selects caterer and menus with catering personnel
* Proposes and inspects meeting sites and is main point of contact with venues
* Considers livestream / hybrid options and contingency plans
* Supervises meeting and event registration
* Communicates event details to attendees, emcees, speakers
* Develops and adheres to budgets for various meetings and events
* Develops and writes promotional materials. Works with MAAR Communications Director to promote events.
* Sets up Zoom webinars and meetings for various classes and events

Serves as primary staff for the following meetings and events:

* Inaugural (January)
* Fair & Affordable Housing Forum (April)
* Leadership MAAR Graduation (May)
* Member Appreciation/Affiliate Expo (June)
* RPAC Major Investor Reception (June)
* Political Soiree (July)
* Education Conference (August)
* Annual Meeting & Election (September)
* Honors & Awards Luncheon (December)
* General membership meetings
* Tips & Sips events
* Various Leadership events
* Other events as needed

**COMMERCIAL COUNCIL EVENTS:**

* Pinnacle Awards (April)
* Golf Tournament to benefit Make-A-Wish of the Mid-South (May)
	+ Sponsor invoicing
	+ Attendance at Golf Committee meetings
	+ Additional wish granting events
* Election Party (August)
* Commercial Property Forecast Summit & Holiday Party (December)

**COMMITTEE/CHAPTER SUPPORT:**

* Memphis Young Professionals Network Committee (YPN)
	+ Helps to coordinate networking events / venues / sponsors
	+ Manages 300 + member email list
	+ Monitors YPN Facebook and Instagram pages
	+ Helps to create graphics and coordinates with MAAR Communications Director to promote events
* Women’s Council of REALTORS® (WCR), Memphis Network
	+ Books space at the MAAR office for meetings and events
	+ Reports on MAAR updates at monthly membership meetings
	+ Includes WCR events on the MAAR calendar and promotions

REPORTS TO: CEO/ Executive Vice President

NON-EXEMPT STATUS

(Updated June 2021)

Please email cover letter and resume to Katie Shotts at katie.shotts@maar.org.