



Event Planner & Administrative Coordinator

Urban Development Institute - Capital Region

General Job Description:

As an Event Planner & Administrative Coordinator for UDI Capital Region you provide excellent and detailed planning and execution for all UDI Capital Region events, and manage administrative and marketing tasks on behalf of the organization. We are looking for a candidate to manage our accounts receivable and accounts payable, as well as create, monitor and edit income statements for the organization. UDI Capital Region is looking for a candidate with interest and knowledge on real estate development and/ or urban planning.

The position is a full time position (37.5 hours/ week), primarily Monday to Friday, however it will require evening and weekend work when deemed necessary, excluding statutory holidays. In this position you will report to the Executive Director. In lieu of payment for any overtime, you will receive time off.

Responsibilities includes, but are not limited to:

- Plan, coordinate and execute all UDI Capital Region events, including our monthly lunches, golf tournament, educational seminars, Under 40 events, development tours (in town and out of town), summer social event and Christmas reception.
- Edit, add and manage UDI Capital Region's website, Facebook page, Twitter, LinkedIn and Instagram
- Add, edit and follow-up with new and existing members of UDI Capital Region
- Manage all accounts payable and receivable for UDI Capital Region, and be in charge of invoicing and following up on payments.
- Engagement – attend members' of community events before or after work hours on occasion.
- Managing UDI Board committees

We are looking for candidates who have/ Preferred Qualifications

- A Bachelor Degree in Business Administration, Urban Planning or related field of study.
- Excellent organizational aptitude, and preferably one year of event and conference planning experience.
- Interest in and knowledge of real estate development, urban planning or related field.
- Proficiency in the following Microsoft Office programs: Word, Excel, PowerPoint and Publisher.
- Excellent people skills/ personable and experience in working for a membership based organization is preferred
- Great time management skills and comfortable working in a structured manner.
- Excellent marketing and social media skills. Basic knowledge on WordPress (website) is preferred.
- Need excellent verbal and written communication skills



We can offer you:

- Flexible work hours
- An exciting working environment with varied tasks
- The opportunity to work closely with development industry professionals
- A competitive salary

If this sounds interesting, please email your resume, cover letter and salary expectations to UDI Capital Region's Executive Director, Kathy Hogan – khogan@udi.org by March 4, 2018.

Executive Director – Kathy Hogan
UDI Capital Region
