



Administrative and Event Coordinator

REPORTS TO: Director of Operations

FLSA STATUS: Non-Exempt, Full-time

MISSION STATEMENT: To empower, promote, preserve, and advance the rental housing industry in New Mexico through innovative education, advocacy, legislation and communication.

ROLE

Join the Apartment Association of New Mexico (AANM) as an Administrative and Event Coordinator. In this full-time role, you will serve as an advocate, administrator, and resource, enabling our committees to achieve their goals aligned with AANM's mission, vision, and strategic plan. You'll be the bridge between staff, volunteers, and members, providing strategic advice and facilitating communication, action, and cooperation.

QUALIFICATIONS

The ideal candidate is passionate, creative, detail-oriented, dedicated to providing superb office support, and have a natural flexibility in handling day-to-day routines, with the ability to maintain positive working relationships

- 2-3 years of experience in event planning or event coordination and administrative experience
- Demonstrated experience working with volunteers, and leaders in event planning (with a proven track record of creative, successful events), sales, marketing, and communications
- Strong commitment to service excellence
- Initiative taker and self-starter
- Strong time management, people skills, and excellent multitasking ability
- Excellent project management, organizational, and problem-solving skills
- Capacity to identify and advance collaboration opportunities
- Ability to maintain confidentiality of company information
- Proficiency in Microsoft software programs (including Excel, Word, PowerPoint, Publisher, and Outlook), Adobe software knowledge is also recommended.
- Experience in property management and/or non-profit sectors is a plus, but not required

RESPONSIBILITIES

Events/Education Coordination

- Manage recruitment of volunteers along with assisting in the recruitment of attendees from inside and outside of the AANM membership for Educational Classes/Workshops, Events, and Luncheons
- Manages meeting logistics, including but not limited to arrangements for meeting and program rooms, audio visual and food and beverage, in accordance with scheduled deadlines
- Coordinates and communicates the agenda, action items, meeting notes, and reports
- Registration Management: Manage event registration processes, including the creation and maintenance of registration websites and databases
- Collaborates with committee's volunteer leadership to set strategic direction, advance the committee's agenda, and ensure programs and/or activities are planned and implemented according to the committee's charge and duties
- Attends and participates in key committee meetings, events, and activities
- Handle attendee inquiries and provide customer service support related to event registration
- On-site Event Management: Provide on-site support during events, including managing registration desks, coordinating with vendors, and assisting with event setup and breakdown

- The Administrative and Event Coordinator will report success/challenges/opportunities to supervisor monthly, via written reports and may be called upon to contribute in other areas to support the staff and operations of AANM
- Communicating, planning, and administrating the creation and publishing of relevant, original, high-quality content of all marketing materials needed by each committee’s campaign content, such as graphics, blog posts, and social media posts
- Responsible for overseeing one or more social media accounts, including creating and updating social media posting schedules, replying to comments or liking tagged photos
- Serve as the central point of contact for timely communications among committee leaders, AANM members, staff, and external entities
- Updating website with current and up to date marketing materials along with updates to AANM’s public calendar.
- Facilitate communication with Director of Operations and Executive Director regarding committee needs and leadership directives

Office Administration

The Administrative and Event Coordinator will work with the Director of Operations to manage the administrative duties in the office. These include, but may not be limited to the following:

- Lead administrative duties as needed (including, but not limited to phone calls, filing, database management, web content, mail, membership certificates, etc.)
- Hosting office guests
- Filling forms orders
- Kitchen, work room, classroom, and conference room organization
- New member packets
- Signs
- Badges
- Updating member information in NOVI software

PHYSICAL DEMANDS/ WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is continually required to:

- Stand; walk; sit; use hands to finger, handle or feel; reach with hands and arm
- May be required to climb stairs, balance; stoop, kneel, or crouch
- Occasionally lift and/or move up to 50 pounds

DISCLAIMER:

The above information in this description has been designed to indicate the general nature and level of work performed by employees. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. The Board reserves the right to add to or modify the duties and/or responsibilities of the position at any time.

REVIEW & APPROVAL:

I have read and understand this job description, indicating the ability to perform the essential functions/responsibilities physical demands, and work environment.

Employee Printed Name

Employee Signature

Date

Board President Printed Name

Board President Signature

Date