



## POSITION DESCRIPTION

**POSITION TITLE:** Administrative & Event Associate

**DEPARTMENT:** AIA Baltimore & ULI Baltimore

**REGION:** Region

**LOCATION:** Baltimore, Maryland

**REPORTS TO:** Kathleen Lane & Lisa Norris

**FLSA CLASSIFICATION:** Non-Exempt

**POSITION STATUS:** Full – Time (40 hours per week)

**DATE OF REVISION:** July 22, 2019

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### POSITION SUMMARY:

The Employee provides full-time event and administrative support to the District Council approximately 40 hours per week split between AIA Baltimore & ULI Baltimore (20 hours per week each).

### SPECIFIC RESPONSIBILITIES

AIA Baltimore & ULI Baltimore is seeking Administrative to support our team with the following responsibilities:

#### Committee Support

- Attend committee and task force meetings (by phone or in-person), prepare agendas, take minutes, schedule meetings and other aspects of committee work.
- Access records to produce reports, such as member lists, contact information, etc.
- Support the AIA & ULI Baltimore team and committees in assignments carried out in between meetings.

#### Event Support

- Support the AIA & ULI Baltimore team in all logistics of meetings and events.
- Research venues for different types of events, of different sizes, in multiple cities.
- Coordinate food and beverage, audio visual, photographers, etc. for all meeting and events.
- Coordinate hotel and restaurant reservations for out-of-town speakers and panelists.
- Obtain estimates from event vendors, transportation companies, etc.
- Input contact information in the ULI database, register guests for events, badge printing and assembling, and assisting in all aspects of event planning.
- Coordinate administrative duties for meeting and events, including speaker PowerPoints, requesting of bios, headshots, downloading registration lists, printing on-site registration forms, membership materials, receipts, etc.
- Work with volunteers and staff onsite at events, includes morning and evening events.

#### Administrative Support

- Assist with scheduling of meetings and conference calls.
- Prepare meeting agendas.
- Greet visitors and provide information to the public and prospective members about the organizations
- Assist with membership database management, and membership renewals.

- Assist with bookkeeping data entry.
- Order office and event supplies, books/reports, mailings, copying and general administrative support.
- Order and store printed materials (i.e., ULI letterhead, envelopes, badge stock, ribbons, etc.).
- Draft correspondence, send thank note letters, manage digital and paper file systems, arrange couriers, route mail, make deliveries, run errands and other duties as assigned.

## EXPERIENCE

AIA and ULI Baltimore is seeking an individual with strong organization and time management skills, that can multitask, pay attention to detail, learn quickly, work independently and productively with responsible follow through.

- A minimum of 3-5 years prior experience in administrative support and/or event management is required.
- Proficiency in Microsoft programs including Outlook, Word, Excel, PowerPoint, and Google Docs and Sheets. Ease with learning new software.
- Excels in time management, balancing multiple projects at one time, and capable of prioritizing activities.
- Ability to use basic content management systems and pull data for reports.
- Some event experience desired, but not required.

## APPLICATION INSTRUCTIONS:

To apply, please submit a résumé and letter of interest to Lisa Norris [Lisa.Norris@ULI.org](mailto:Lisa.Norris@ULI.org) and Kathleen Lane [klane@aiabalt.com](mailto:klane@aiabalt.com)