



Events Coordinator

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About Albuquerque Regional Economic Alliance (AREA): AREA is a private, nonprofit organization dedicated to recruiting new employers and industries while helping local companies grow to create quality job opportunities in the Albuquerque metro area. It promotes investment in Bernalillo, Sandoval, Torrance, and Valencia counties. Supported by investors and public sector allies, AREA actively recruits companies that export goods or services from New Mexico, bringing new investment dollars to the state. Since 1960, AREA has been a highly respected driving force in the region.

Summary: The Events Coordinator is responsible for supporting all tasks related to the execution of successful events and programs. The ideal candidate will have a passion for event planning and marketing, excellent interpersonal communication skills, strong organizational skills, the ability to work independently while handling multiple tasks and meeting tight deadlines, attention to detail, and a collaborative spirit.

Responsibilities Include:

- Coordinate and plan all AREA events, including monthly investor engagement programs and signature events, both in-person and digital.
- Develop budgets and track expenses for all events.
- Lead recurring team meetings to review upcoming events and programs, assigning roles and responsibilities as needed.
- Maintain and update events in the organization's CRM database.
- Draft and set up online registration systems, recommended invitation lists, and email notifications.
- Proactively schedule and lead planning sessions for venues, develop table assignments considering sponsor and investor levels, share table diagrams, and review contracts for approval.
- Coordinate the development and production of event materials, including ordering signage and ensuring proper placement at events.
- Assist the marketing team with launching social media strategies and marketing campaigns related to AREA events and programs.
- Provide post-event reports detailing attendees, budget reconciliation, survey results, and suggestions for future programs.
- Perform additional administrative duties as needed.

Albuquerque Regional Economic Alliance



AREA

Desired Skills:

- Experience planning and executing large and small events.
- Advanced knowledge and experience with Microsoft Office and Adobe applications; Canva experience a plus; CRM and database experience required.
- Ability to juggle multiple projects and meet tight deadlines.
- Excellent verbal and written communication skills, with the ability to communicate effectively with all levels of associates within the organization.
- Receptive to direction and feedback.
- A desire to embrace and respond to changes, industry trends, and advancements in digital media technologies.
- Ability to tackle multiple projects simultaneously and use good judgment in prioritizing work assignments.

Job Type:

Full Time Position (Must be flexible with scheduling during busier times of the year)

Experience:

- High school diploma required; post-secondary education strongly preferred, especially in general business, event planning, marketing, communications, or journalism.
- Two to four years of experience as an event planner, executive assistant, marketing professional, or equivalent experience.
- Must have a valid driver's license and a clean driving record.

Benefits:

- Highly competitive salary with healthcare benefits and 401(k)
- Paid time off
- On-site gym access and paid parking

How to Apply:

Submit your cover letter and resume to hr@abq.org. No calls, please.

This is a rare opportunity for the right candidate. Join AREA and become a part of a team dedicated to shaping a prosperous, vibrant future for the Albuquerque metro area. We look forward to your application!

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