

Event Coordinator

Overview:

Pembroke Realty Group is seeking a creative, dynamic, and organized Event Coordinator to join our multi-family team. The experienced **Event Coordinator**, will play a crucial role in planning, organizing, and executing events that enhance resident satisfaction, promote community engagement, and support the overall goals of Pembroke Realty Group. The ideal candidate is a detail-oriented professional with a passion for event planning and a strong ability to manage multiple tasks in a fast-paced environment.

As a forward-thinking company, we welcome innovative ideas and value creativity in every aspect of our work. Our goal is to optimize tenant retention, enhance community engagement, and ensure the financial performance of our multi-family properties.

Key Responsibilities:

- **Event Planning and Execution:**
 - Plan and execute a variety of events, including monthly resident events, open houses, community outreach programs, and seasonal celebrations.
 - Coordinate all logistical aspects of events, including vendor contracts, catering, and on-site management.
 - Ensure events are executed within budget and meet company standards for quality and engagement.
- **Resident Engagement:**
 - Develop and implement strategies to increase resident participation and satisfaction through engaging and relevant events.
 - Create resident contesting for on-site or social media platforms.
 - Collect feedback from residents to continuously improve event offerings and enhance community life.
 - Create content and send quarterly Resident Surveys.
- **Collaboration and Communication:**
 - Work closely with property leasing teams, Digital Marketing Specialist, and other internal departments to align event planning with the multi-family objectives.
 - Maintain open communication with property managers, leasing staff, and VP of Marketing providing regular updates on event progress and addressing any concerns promptly.
- **Marketing and Promotion:**
 - Create promotional materials and marketing campaigns to generate interest and attendance for events.
 - Utilize social media, email, and other communication channels to reach residents and promote events effectively.
- **Social Media:**
 - Manage and design graphics for social media accounts on various platforms (i.e., Facebook, Instagram, You Tube)

- Strategize the content and execution promoting events and contests on social media.
- Write effective and creative ad copy for events and contesting.
- **Administrative Tasks:**
 - Manage event-related documentation, including contracts, invoices, and reports.
 - Track and report on event outcomes, providing insights and recommendations for future events.
 - Data entry of expenses used at events.
 - Provide content for the monthly newsletters.
- **Additional Responsibilities:**
 - Perform other related duties and tasks as required to support the marketing efforts of Pembroke Realty Group.

Skills & Requirements

- Bachelor's degree in Event Management, Hospitality, Marketing, or a related field (preferred).
- 1-3 years of proven experience in event planning, with a focus on the multi-family or property management industry (preferred).
- Strong attention to detail, excellent time management and organizational skills.
- Ability to work under pressure.
- Excellent communication and interpersonal skills.
- Proficient in Adobe Suite (Photoshop, Illustrator), Microsoft Office, Canva, Google Docs, and graphic design programs.
- Ability to work cross-functionally and collaboratively.
- Use of personal vehicle (mileage reimbursement)
- Ability to work evenings and weekends as required by event schedules.
- Carrying or lifting items weighing up to 30 pounds.
- Fair Housing Certification is advantageous.
- Special Projects as needed.

Benefits:

We offer a comprehensive benefits package to support your well-being and career growth.

How to Apply:

If you are passionate about event planning and thrive in a collaborative environment, send your resume to mstott@pembrokerealty.com.

Pembroke Realty Group is an Equal Opportunity Employer. All applicants will be considered for employment without regard to race, religion, gender, sexual orientation, national origin, age, or disability status.