

The Durham Region Home Builders' Association is currently looking for a part-time **Events & Marketing Coordinator**. Reporting to the EO, this person will be responsible for:

- Coordinate events under supervision of the EO
  - Chairs the president's ball, awards and golf committees
  - Works with committees on larger events - attends committee meetings
  - Responsible for ticket sales and sponsorships
  - Creates flyers/registrations
  - Books speakers
  - Books venues
  - Investigates different ideas - costs/availability
  - Provides monthly report to board
- Social media management
  - Make regular posts to DRHBA social media accounts - Facebook, Twitter, Instagram
  - Responds to inquiries on these pages
  - Monitors pages for inappropriate comments
- Membership
  - Send out membership packages to those that inquire
  - Cold call companies in the area to provide them with information about membership.
- Website
  - Update the website when needed
- General
  - Respond to general membership inquiries
  - Respond to general inquiries from the public
  - Write thank you cards to sponsors, dignitaries, etc.
- Corporate Sponsorships
  - Send out information about corporate sponsorships
  - Follow up with previous sponsors
- Other duties as required

### **Qualifications**

- Legally able to work in Canada
- Experience in member relations and/or event management an asset
- Must be flexible - will be needed 8 to 20 hours a week. Some evening and weekend work will be required.
- Must know how to use Word, Excel and PowerPoint. Knowledge of InDesign and Photoshop an asset.
- Ability to come up with creative ideas for events and marketing
- Excellent communication skills - both verbal and written
- Must be able to work independently
- Self-motivated and works with limited direction
- Positive attitude
- Exceptional work ethic
- Must have a driver's license and reliable transportation

- Excellent people skills

Please send a cover letter and resume to [info@drhba.com](mailto:info@drhba.com) with the subject "Events & Marketing Coordinator."