

Member Services and Event Coordinator

Here is a rare opportunity to join a small team of dedicated, long-term employees working for a well-respected and active trade association. Hone your leadership and networking skills while collaborating with a variety of professionals and skilled tradespeople to produce successful events and programs. Be a productive member of a family friendly organization that values and rewards its employees for effectiveness and commitment.

The Home Builders Association of Lincoln (HBAL.org) is seeking applications for a Member Services and Event Coordinator. This is a full-time, in-person position at 30 hours/week with occasional extra hours required for member events.

The Member Services and Event Coordinator has many roles, most of which affect the membership experience. This individual must be highly motivated and possess the ability to work independently as well as part of a team.

Various levels of responsibility will be expected at HBAL events such as the Nebraska Builders Home & Garden Show, Parade of Homes, Tour of Remodeled Homes, Annual Membership Drive, Member Networking Events and Lincoln Home Builders Care Foundation Events including golf tournaments and sporting clay shoot.

Essential functions:

- Assist association members in person, over the phone and via email.
- Update website and social media.
- Maintain member database and assist with mailings/emails.
- Organize and lead various HBAL and Foundation committees and events.
- Plan and coordinate annual membership drive.
- Create marketing materials as needed for events.
- Coordinate association education program.
- Perform other duties as assigned.

Necessary Skills:

- Excellent communication and leadership skills.
- Friendly and outgoing nature with strong people skills.
- Enjoy collaborating and working on a team.
- Strong attention to detail.
- Strong proofreading and grammar skills.
- Proficient with Microsoft Office.
- Must be punctual and reliable.
- Must be able to multi-task and remain organized.
- Attend after-hour functions as required.

Relevant Experience/Education:

- Event Planning and Hospitality
- Customer Service and Public Relations
- Office Administration and Management
- Communications and Marketing

The right individual will be offered competitive pay (minimum \$22/hour) and a benefits package including paid vacation, sick leave, company funded Section 125 Cafeteria Plan, Simple IRA plan with company match.

Submit resume and cover letter to: Michaela Schwarten, michaela@hbal.org