



AIA
New York

JOB OPPORTUNITY

TITLE: Program and Event Coordinator

ORGANIZATION: AIA New York

DEPARTMENT: Member Services

SUPERVISOR: Assistant Director, Member Services

CLASSIFICATION: Full-time, non-exempt

RATE OF PAY: \$24-\$26/hour

POSITION DESCRIPTION: The Program and Event Coordinator has significant responsibility for the execution of member focused programs, lectures, and classes provided by AIA New York. These programs include those developed by AIA New York's twenty-seven member committees, and chapter-wide programs including ARE Prep.

The Program and Events Coordinator is supervised by the Assistant Director, Member Services and works in tandem with the Member Services Assistant, who is responsible for the registration, ticketing, and continuing education requirements of events. The Program and Event Coordinator, serves as the primary point-of-contact for committee members and co-chairs. The base weekly schedule for this position is 11:30am-8:00pm, some mornings and weekends may occasionally be required. Responsibilities include:

- Coordinate scheduling and logistics (i.e. program content needs, guest speaker support, A/V, catering, and room set up) for all program committee meetings, events, and initiatives;
- Provide on-site staff support at most committee programs and events, and attend member committee meetings when necessary;
- Ensure the administrative needs of committee events are being met. Administrative needs include submission of program content for Continuing Education credits, credit conferral process for event attendees, and event ticketing/registration;
- Serve as the organization's main point-of-contact for Continuing Education, including the submission of course objectives to AIA National's CES system for credit approval;
- Create promotional content for events, and coordinate with Communications team around scheduling and publishing of content;
- Competitions and Awards Programs – Oversee the programmatic elements of AIANY Design Awards, committee awards programs, and other AIANY competitions and Honors applications. Program elements include promotion of competitions and awards, jury coordination, customer support for applicants, and competition announcement events and related programming;
- Oversee scheduling and logistics coordination for AIANY chapter-wide programs, including ARE Prep courses and info sessions, and other special programs as required; and

- Other duties as assigned

QUALIFICATIONS:

- Bachelor's Degree;
- 1-2 years relevant experience in a non-profit, design, and/or architecture setting;
- Strong computer skills; in particular with the Microsoft Office 365 suite of products;
- Excellent communication and interpersonal skills;
- A talent for guiding and motivating teams of volunteers;
- Well organized and detail oriented; and
- Experience with Salesforce and WordPress CMS systems a strong preference;
- Experience with Adobe Creative Cloud Suite is preferred.

BENEFITS: All full-time employees of AIA New York and the Center for Architecture receive, after a 60-day evaluation period, a comprehensive benefits package that includes employer-paid medical, dental, vision, and life insurance, 15 days of paid vacation and 10 paid sick days. Employees with 1 year of service are eligible for a 401(k) plan that includes a 3% employer contribution.

APPLICATION INSTRUCTIONS: Qualified applicants should send a thoughtful cover letter and resume to info@aiany.org. Please put the job title and your last name in the subject line; include the cover letter in the body of the email; and attach your resume as a PDF.

Applicants that do not follow these instructions will not be considered. No phone calls, please.