

Events Assistant

Company Information

OREA's Mission:

To help Ontario REALTORS®, Member Boards and Associations succeed.

The Ontario Real Estate Association represents over 70,000 brokers and salespeople who are members of the 40 real estate boards throughout the province. Members of the association may use the "REALTOR®" trademark, which identifies them as real estate professionals who subscribe to a high standard of ethics and service.

OREA serves REALTORS® through a wide variety of professional publications, educational programs, government lobbying and other services. A division of the association, the OREA Real Estate College, provides real estate registration education courses in Ontario.

Job Description

OREA is seeking an **Events Assistant** to successfully plan, organize, and execute OREA events that further organizational goals and objectives. The Events Assistant will provide information when directed, to the Board of Directors and key internal contacts on upcoming events. The Events Assistant will work closely with and communicate directly with staff on internal meetings as well as manage relations with suppliers about logistics for each meeting including ordering catering and hotel rooms.

Responsibilities:

- Assist Specialist, Events with planning and executing of OREA's marquee events
- Contract negotiations with hotels for OREA events and meetings
- Design, plan logistics, on-site execution and post event reconciliation and follow-up for internal OREA events as needed
- Coordinate meeting set-up, food, beverage, a/v, décor and any other needed arrangements
- Research and make recommendations to Specialist, Events in selection of location of meetings as well as making arrangements/supervising events planned
- Scheduling OREA's attendance at industry and local Board tradeshow
- Coordinate the packing and shipping of tradeshow items
- Attendance and promotion at some tradeshow
- Arrange hotel bookings for attending staff
- Assist with booking room reservations and communicating arrangements for Volunteers, Past Presidents, Leadership Team, OREA staff and special guests as needed
- Assist in planning/overseeing Board of Director arrangements for attendance at other including accommodation, registrations, travel arrangements and invitations to social events. May also assists in coordination of group dinners for delegates attending these events.
- Input and maintain travel information in the President's Schedule
- Assist in arranging and sourcing gifts and promotional items
- Arrange business cards and name tags for the new members of the Board of Directors

Qualifications and Skills:

- High School Diploma
- Post-secondary education would be an asset
- Meeting Management Certificate and/or CMP designation would be an asset
- 2 years' experience in event planning and execution
- Strong organizational and multitasking skills
- Polished, confident and professional manner as well as excellent communication and interpersonal skills
- Demonstrated ability to perform well under pressure, as well as assess and prioritize assignments
- Proactive with the ability to problem solve and anticipate needs
- Willingness to learn and adapt

Interested applicants should submit their resume and cover letter, including salary expectations, in confidence to the attention of wajeehah@orea.com on or before July 15, 2019. We thank all applicants in advance for their interest in OREA but only those selected for interview will be contacted.

OREA is committed to inclusive and accessible employment practices. If you require an accommodation to fully participate in the hiring process, please notify the Human Resources Department.