



Membership Coordinator – Contractor Position

CREW Boston

July 2021

CREW Boston is the region's leading professional organization promoting the advancement and parity of women within commercial real estate industry. We are seeking an organized, detail-oriented, self-directive individual to provide support for the organization. This individual will report directly to the Executive Director. This is a part time position, with a minimum 20 hours per week, and will be responsible for:

- Support event planning, event promotion, and event execution
- Manage and track membership data for new members, renewals, committee involvement, and event registration
- Maintain accuracy on CREWbiz (online membership database)
- Support organizational communication, including website, email distribution list and social media
- Schedule organizational meetings
- Manage invoices, vendor payments and reimbursements
- Other tasks as assigned

Qualifications

The ideal Coordinator will:

- Have experience in administrative work, event planning, and marketing
- Strong organization, communication and interpersonal skills with a commitment to quality work and attention to detail
- Ability to manage task independently as well as work within small groups
- Comfortable working with Microsoft Office and ability to learn additional software platforms as needed.
- Ideal candidate has access to a current Mac OS based computer (preferred for file sharing etc). This device shall be updated with current software versions.
- Must be able to perform basic manual labor, such as the preparation, set-up and breakdown of events and ability to carry up to 25 lbs. periodically.
- Be committed to CREW Boston's mission
- Knowledge of the commercial real estate industry and the New England region are a plus.

The Membership Coordinator will work out of their home with some travel in and around the Greater Boston area for events and meetings. This contract position will be an hourly position with salary commensurate with experience.

Interested candidates should submit a cover letter and resume to hr@crewboston.org