

Event Manager

Association Independent Management seeks an experienced, resourceful and self-driven individual to join our growing team to provide meeting and event support to our clients.

AIM is owned and backed by the Pennsylvania Association of Realtors®, which has provided association management to its members for over 100 years. Created in 2012, AIM operates utilizing the industry's best practices and tailors our services to meet individual client needs. We strive to provide exceptional customer service to each of our clients and work in partnership to make sure that we consistently exceed their expectations.

AIM plans a variety of events for our clients, from intimate happy hours to large conferences and expos. We are looking to add an event manager to our team to provide our clients with dynamic event experiences.

This is a work from home position with the ideal candidate located in eastern Pennsylvania or central New Jersey area. This position will represent clients at events and will require travel, as approved and budgeted by individual clients.

The ideal candidate will have:

- Bachelor's degree preferred;
- Certified event planner designation preferred;
- Minimum 3-5 years' experience as an event planner, including experience as the logistical lead for conferences with 500+ attendees;
- Experience supporting volunteer leaders and knowledge of association membership is strongly desired;
- Effective interpersonal communication and customer service skills;
- Customer or client service experience;
- Strong collaboration and problem-solving skills with ability to pivot quickly due to changing or evolving requirements;
- Self-starter who can work effectively with minimal supervision and is comfortable making recommendations and decisions;
- Strong project management, organizational and time management skills;
- Solid ability to build productive business relationships and skillful negotiation when contracting with vendors and venues;
- High level of professionalism and willingness to handle all planning and administrative details of meetings and events;
- A reliable means of transportation for travel to client events;
- Availability for travel and attendance at events, outside or normal business hours, as directed by clients;
- Proficiency in basic computer software (Microsoft Outlook, Word, Excel, PowerPoint).

Benefits:

- Competitive salary based on experience
- Health, dental, vision and life insurance
- 401(k)
- Paid Time Off (PTO)

[Resumes, cover letters AND salary requirements should be submitted online by Thursday, November 10 to Jennifer Shockley.](#) No calls.

Association Independent Management and the Pennsylvania Association of Realtors® provides equal employment opportunities to all individuals without consideration of race, color, creed, religion, gender, age, sexual orientation, disability, national origin, or any other trait protected by federal, state, and local law.