



Position Title	Events Coordinator	Date Needed	May 2024
FLSA Status	Exempt / Full Time	Location	Los Angeles, CA
Reports To	Events Manager and Executive Director		

American Institute of Architects Los Angeles Chapter (AIA|LA) is among the top 5 Chapters of the national membership organization of American Institute of Architects. AIA|LA serves as the voice of the architecture practice and related fields in Los Angeles. AIA|LA is also home to our sister organization, Architecture for Communities Los Angeles (ACLA) which is dedicated to K-16 and community education.

As the most influential membership association representing architects, we believe in the power of architecture to influence the well-being of Angelenos and our region. Our local annual programming responds to the changing needs of our members – Architects and members of affiliated engineering, construction, interior design, and related higher education professions. We advance knowledge-sharing, networking, and ongoing learning through our conferences, tours, Awards, committees, continuing education, advocacy efforts on behalf of the professions, and other forms of member engagement through our Newsletter and social media.

**POSITION SUMMARY**

The Events Coordinator will be responsible for supporting the Events Manager in planning a large quantity of successful virtual and in-person conferences, seminars, awards programs and tours that advance the mission of AIA|LA. The ideal candidate should have a passion for the arts, architecture, urban design, and civic engagement.

This position will be in person at our newly renovated Headquarters in West Adams.

**EDUCATION & EXPERIENCE:**

- Bachelor’s Degree preferred, High School Diploma required
- Two years of professional experience supporting the production of live and virtual events including large conferences and seminars
- Working knowledge of Mac OS, Microsoft Office, Adobe Acrobat DC and Google Suite
- Familiar with WordPress, Canva, Submittable, PhotoShop & InDesign
- Experience with Zoom, Google Meet – setup and execution of meetings

**QUALIFICATIONS & ESSENTIAL DUTIES**

To be successful in this position an individual must possess the following Qualifications to perform the Essential Duties described herein:

**Qualifications:**

- Excellent organizational, communication, negotiating and multitasking skills;
- Exceptional time management skills;
- Ability to maintain a customer-service mindset and to remain calm under pressure;
- Is solution-oriented and effective at troubleshooting and analyzing information

- Speaks clearly and persuasively in any situation;
- Maintains a strong work ethic and a pleasant and positive “can do” attitude;
- Has a personal vehicle, maintains a valid driver’s license and good driving record;
- Ability to effectively communicate with staff, executive management, and the Board of Directors in fluent oral and written English;
- Complies with all policies and procedures.

Essential Duties:

The AIA|LA Events Coordinator will support the Events Manager with coordination, planning of event logistics, and resolution of event-related issues for all AIA|LA Conferences, Seminars, Award Programs and Tour events.

Gathering pertinent event promotional materials – event description, headshots, bios, images, and learning unit info, if applicable. Resize images and/or create graphics as needed via Canva. Create event web pages for committees based on the Event Promotion Form. Keep master event list and programming calendar up to date. Create additional pages and graphics to support the event as needed.

Daily administrative tasks relating to events and programs include, but are not limited to order placement, vendor relations, attendee tracking, sending pre-event confirmation emails to attendees, and post-event thank you emails.

PROFESSIONAL COMPETENCIES

Additional skills, knowledge, and personality traits of an ideal candidate include:

- Strong organizational skills
- Creative and critical thinking aptitude
- Analytical & problem solving skills
- An ability to quickly learn new technologies
- Exceptional listening skills
- Exceptional time management

PHYSICAL DEMANDS:

Extensive reading, editing, and data entry. Frequent walking and driving. Work is performed in a office environment and requires operating standard office equipment and keyboards. Must be able to walk short distances and drive a vehicle to deliver and pick up materials. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

AIA|LA recruits, employs, trains, compensates, and promotes regardless of race, religion, color, national origin, sex, sexual orientation, disability, age, veteran status, and other protected status as required by applicable law.

At AIA|LA and ACLA, we have a clear vision: to be a place where diverse, talented people want to be collaborative, productive, and do rewarding work.