

## **CREW Utah Executive Administrator**

CREW Utah is seeking a part-time Executive Administrator to support our local organization (averaging 5-10 hours per week).

The CREW Utah Executive Administrator will be a proactive, forward thinking individual that can be a partner and trusted advisor to chapter leadership and membership. The Administrator should be dedicated to achieving continuous improvement as it relates to member engagement and activities, strategic planning, budgeting and cost controls, community, and the overall management required to run the organization.

### **SCOPE OF SERVICES**

#### Administrative

- Prepare and maintain chapter calendar
- Support Membership and Sponsorship Committees including sending letters/brochures and joint maintenance of sponsor spreadsheets, including contact lists and tracking of benefits
- Maintain regular communication with key members, other organizations, and individuals in order to improve these relationships and promote the business of CREW Utah
- Correspond with CREW Network to ensure accurate maintenance of CREW Utah's membership records/database, mailing lists and other applicable information as directed by the Membership Committee
- Maintain board information including meeting agendas, minutes, and other records or plans for regular or special meetings
- Maintain board and committee policies and procedures (e.g. bylaws, one-pagers, etc.)
- Manage the updating of CREW Utah's website as directed by the Marketing Committee

#### Event Management

- Review and negotiate local contracts on behalf of CREW Utah
- Coordinate venue arrangements and manage on-site logistics including: room set-up, menu, registration, on-site payment, AV, etc
- Engage membership to act as personnel to assist with on-site registration and attendees at monthly luncheon events, mixers, CREW In the Morning, tours, or other special events
- Coordinate, produce, and manage luncheon PowerPoint display that includes new members, announcements, sponsor listings and other information (where applicable)
- Manage and distribute nametags at events
- Bring signage and handouts for registration desk/tables
- Attend event/programs committee meetings as necessary
- Provide attendee data to Treasurer to appropriately allocate costs

#### Local Board & Committee Support

- Attend board meetings (monthly)
- Plan, research, and recommend, and upon appropriate approval of the Board of Directors, implement and manage policies and programs, which further the objectives of CREW Utah
- Provide staff support and recommendations to Board and assist in the development and implementation of the adopted Strategic Plan
- Support President and board/committees with file management
- Provide support, back-up, and/or assistance to committees and Board of Directors including: planning, setting goals and objectives, scheduling of and attendance at meetings, preparation of agendas, meeting packets and

minutes, annual training and budget preparation

- Be responsible for the planning, promotion and administration of all official meetings of the organization
- Carry out other responsibilities or special projects as may be delegated by the board

#### Qualifications/Experience

- Possess outstanding interpersonal, communication, and organizational skills
- Ability to establish rapport with volunteer leaders, members, related industry professionals, and work colleagues
- Solid computer skills – including Microsoft Office Suite
- Excellent written and oral communication abilities, demonstrating strategic thinking and problem-solving abilities
- Accuracy and attention to detail
- Comfort with and willingness to adapt and grow along with technology
- Excellent and timely follow through and responsiveness to board, committees, members, and guests
- Knowledge/experience with the Kentico platform helpful, but not required

TO APPLY: Please direct any questions and/or submit your resume to our CREW Utah President, Gina Moore at [gina.moore@cushwake.com](mailto:gina.moore@cushwake.com)

About CREW Utah: CREW Utah is a network creating success for women in commercial real estate. The organization was founded in June 2007 by thirteen dynamic women with diverse commercial real estate backgrounds. The founding members' goal was to unite Utah women in commercial real estate for networking, educational and career advancement opportunities. CREW UTAH is dedicated to advancing the success of women in commercial real estate and achieving parity in opportunity, influence and power within the industry. CREW UTAH is based in Salt Lake City and serves the needs of those working in commercial real estate throughout the state