



Job Title: Junior Meeting Planner
Department: Meeting Planning
Reports To: Meeting Manager
FLSA Status: Non Exempt / Full-time

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Approved By:
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About the Position:

Texas REALTORS is a member-service organization, serving over 130,000 real estate professionals. The association staff functions as a team to provide exemplary service to the members through a variety of benefits and services. This position requires excellent organizational skills and the ability to manage multiple projects at the same time.

Responsibilities:

- Develop and maintain Cvent meeting website to include general meeting information, meeting registration processes, and hotel reservation processes
- Coordinate design and printing of collateral for annual meetings
- Monitor conference sponsorships and ensure that deliverables are met including product orders, web, and printed acknowledgements
- Management of all aspects of association meetings under 200 attendees, including collaboration with meeting facilities, venue identification, menu development, printing and design of materials and budget tracking
- Management of 9 annual regional meetings entailing leading conversations with multiple stakeholders for each region and maintain multiple timelines
- Assistance with post-meeting review of large annual meeting invoices internal accounting, and resolution of billing discrepancies
- Management of in-house meetings

Required Skills:

- Must be a self-starter with strong organizational skills with the ability to manage multiple tasks and deadlines simultaneously - attention to detail and follow-through is critical
- Proactive and detail-oriented individual with strong interpersonal skills and the ability to build relationships with staff and association members
- Excellent communication skills –requires verbal and written communication with members and staff
- Proficient in Microsoft Outlook, Word, Excel and other commonly used office software
- Experience with Cvent Event Management and Passkey.

Education and Experience

- Bachelor's degree or equivalent industry experience in meeting planning, trade show management, and association management
- Certified Meeting Professional highly desirable