

The Brazos Real Estate Investors Club is looking to hire an Event Planner / Sponsor Salesperson for our quarterly networking events.

Quick synopsis of the job:

Plan for a quarterly networking event.
Coordinate for Venue, food, refreshments
Coordinate with guest speaker
Prepare marketing invitations and social media interactions/announcements
Manage existing event sponsors and solicit new sponsors.
Coordinate with our Office Manager for budget
Manage existing email database prior to and post event.

The events are approximately 3 hours long from 6-9pm

The position is an hourly paid position.

The event planner can figure out if he/she needs/wants volunteers for the night of the event or budgets an hourly pay for these folks as well.

We're transitioning to quarterly meetings instead of monthly - so the weekly hours would not be that high until the week of the event. Most of that time would be communicating with venue, food, guest speaker, invites/marketing, and new/existing sponsors, etc... until the night of the event. Then social media wrap-ups, post pics, update email rosters, then start planning for the next event.

Our website is here <https://www.brazosreia.com/>
and our Meetup is <https://www.meetup.com/Brazos-Real-Estate-Investors-Club-BRIC/>

Thanks!

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