

## **Community & Events Representative**

### **Job Description:**

Responsible for greeting and meeting with visitors to communicate and explain the overall vision of the Tesoro Viejo, master-planned community. This role is seen as the face of the community with prospective buyers, referrals, brokers, residents, and other prospects. Also responsible for planning, coordinating, and executing year-round community events.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Greet visitors and explain the overall Tesoro Viejo master-planned community, including residential villages, commercial uses, amenities, guest builders, schools, etc.
- Follows up with prospects questions in a timely manner.
- Learn CRM system and manage input of prospect information into follow up System.
- Assist in prospect follow up as directed by Community Director.
- Track and organize marketing & promotional materials.
- Partner with team in planning, coordinating, and executing events.
- Manage annual Events Calendar with planning, implementing, and executing all tasks for events.
- Design creative event graphics and marketing materials in both digital and printed formats, including flyers, signage, and resident emails.
- Collaborate with team on marketing plan of emails and social media posts for each event.
- Solicit sponsorships, donations, and in-kind donations for events.
- Maintain & build relationships with vendors.
- Coordinate and oversee setup and tear down of events.
- Conduct pre-event planning and post-event reviews to ensure successful outcomes.

### **EDUCATION & REQUIREMENTS:**

- High school degree or equivalent required. Bachelors degree preferred.
- Demonstrates attention to detail.
- Able to manage multiple tasks.
- Ability to work under pressure in a fast-paced and deadline-driven environment.
- Strong written and verbal communication skills, with the ability to communicate accurately.
- Proficient with Microsoft Office applications, including Teams, Word, Excel, Powerpoint and Outlook.
- Must possess professional attitude and represent company in a positive manner.
- Strong organizational skills.
- Must be able to work successfully in a team environment.
- Ability to work a flexible schedule on a consistent basis, including evenings, weekends and select holidays.

**Job Type:** Full time

**Benefits:** 401(k) & Health insurance, including employer paid health benefits for employee's family.

**Schedule:** Includes Weekends