

Program and Events Specialist
Associated General Contractors of Northwest Ohio (AGCNWO)

Salary Range: \$50,000 to \$60,000

The Associated General Contractors of Northwest Ohio (AGCNWO) is a full-service trade membership organization dedicated to furthering the ever-changing agenda of commercial and industrial construction contractors, improving job site safety, expanding the use of cutting-edge technologies and techniques, and strengthening the dialogue between contractors and owners. AGCNWO represents nearly 350 firms employing over 12,000 professionals.

Position Summary:

The Program and Events Specialist is responsible for planning, developing, and executing high-impact events that enhance member engagement, drive membership growth, and generate revenue in support of AGCNWO's Construction Industry Political Action Committee (CIPAC). This role also supports workforce development initiatives and organizational operations, including safety training and certifications.

Key Responsibilities:

- Lead the conceptualization, planning, and execution of events that:
 - Engage and retain current members
 - Attract prospective members
 - Generate revenue for CIPAC
- Plan and coordinate meetings, programs, and educational sessions to maximize engagement, value, and effectiveness.
- Manage event logistics, including vendor coordination, timelines, budgets, and on-site execution.
- Maintain accurate membership and safety records and complete necessary documentation for continuing education and licensing credits.
- Collaborate with the CFO to assist with accounts receivable, accounts payable, and other administrative or financial support tasks as needed.
- Collaborate with the Director of Safety and Training with regard to safety meeting materials and food/ beverage requirements.
- Represent AGCNWO at workforce development initiatives, including career fairs and industry outreach events.
- Manage training and room reservation calendars, requests, and stock the fridge as needed for member meetings.

Required Competencies:

- Self-motivated, highly organized, and detail-oriented with a strong sense of professionalism.
- Ability to manage multiple projects simultaneously and meet deadlines in a fast-paced environment.

- Strong interpersonal and communication skills, with the ability to engage a wide range of stakeholders.
- Advanced proficiency in Microsoft Outlook, Excel, Word, and PowerPoint.
- Experience with WordPress, Constant Contact, Canva, and social media platforms.
- Demonstrated ability to coordinate and manage multiple vendors and event partners.

Education

- Bachelor's degree in marketing, event management, non-profit management, communications, or equivalent in work experience.

Experience

- Experience in event planning or in an administrative position that includes marketing, communication, recordkeeping, and detail management.
- Experience with CRM databases, preferred.
- Experience working with volunteers, subject matter experts, and key stakeholders, a plus.
- Experience in a membership organization and with coordinating volunteers, a plus.
- Website editing experience, a plus.

Working Conditions

The Program and Events Specialist reports directly to the COO and will maintain an office at AGCNWO. The general workplace policies and procedures apply to this position, as does the at-will policy. The hours for this position are generally 8 am to 4 pm, with some flexibility. The Program and Events Specialist is expected to work a full-time schedule and may, on occasion, be required to work evening or weekend hours.

Physical Requirements

Work is performed primarily in a standard office environment. Essential functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally bend, kneel and reach; to lift, carry, push/pull light to moderate amounts of weight; to operate office equipment that may require fine motor coordination (i.e. use of a keyboard). Reasonable accommodation may be made when an individual has a qualified disability but can still perform the essential functions (absent an undue hardship on AGCNWO).

Role boundaries and coordination rules

The role does not make strategic decisions about communications messaging, sponsor packages, or high-level event strategy, but provides recommendations and ensures flawless execution.

The role is accountable for day-to-day operational decisions within scope and proactively escalates risks or resource conflicts to the COO or the appropriate team member.

Benefits

- 2 Weeks' Paid Time Off
- 9 Paid Holidays
- Medical, Dental, and Vision Insurance
- 401k Retirement Savings Plan with Employer Match

Submit Resume, Cover Letter and 3 References to Laura Jenkins at LJenkins@agcnwo.com.

Position will be open beginning June 22nd until filled.

EEO: AGC of Northwest Ohio is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or protected veteran status.