



## **Association Specialist**

National Housing & Rehabilitation Association (NH&RA) is seeking an association professional to join our dynamic team and help affordable housing providers across the country. NH&RA is a 50-year-old trade association for professionals involved in the development, management and preservation of affordable housing. This position will be responsible for supporting the organization in all aspects of membership services as well as event planning and execution.

Job responsibilities include:

- Providing excellent customer service to our 400 plus members;
- Coordinating logistics with attendees, sponsors, and panelists for our eight in-person conferences in addition to virtual webinars;
- Traveling to and staffing events;
- Creating event-related graphics and communications for social media and email marketing;
- Performing conference logistics functions including event website and app upkeep, event budgeting and tracking, name badge management and shipping logistics to event venues; and
- Managing the organization's continuing education (CE) provider designation and distributing CE certificates.

The ideal candidate will have the following qualifications:

- Bachelor's degree;

- 2+ years of professional work experience, ideally with experience in trade-association, hospitality and/or event planning;
- Experience in database and record management (specific knowledge of Association Anywhere a plus);
- Proficient computer skills, including Microsoft Office suite (Excel, Word, and PowerPoint);
- Ability to manage multiple projects at the same time in a fast-paced environment;
- Nimble team player able to wear multiple hats within our small organization;
- Working knowledge of Zoom, Vimeo, Twitter, LinkedIn and WordPress;
- Experience with html, graphic design and video editing a plus;
- Ability to travel for a few days at a time, several times a year;
- Strong written and verbal communication skills;
- Quick learner with sharp attention to detail; and
- Vaccination against COVID-19.

This position will report to NH&RA's managing director. Our office is located off DuPont circle, we require all employees to come into the office two days a week and offer competitive salaries and generous benefits including fully paid health care insurance as well as dental, vision and short-term disability insurance, 401(k) matching, and profit sharing. Please send a resume and cover letter to [svanschalkwyk@stonealliancegroup.com](mailto:svanschalkwyk@stonealliancegroup.com). No phone calls or agencies, please. NH&RA is an equal opportunity employer.