

## Activity Manager

### The Company

Located in Vancouver, Cressey Development Group is a leading real estate firm established 50 years ago. Cressey has evolved into a large size development and property management company that does more than construct buildings. We create communities – the kind of desirable places that people are proud to own, proud to live in, and proud to call home.

### Job Overview

As the Activity Manager, you will play a pivotal role in enhancing the overall tenant experience within our newly developed rental building. You will be responsible for planning and organizing a wide range of engaging and exciting events, activities, and programs that cater to the diverse interests of our tenants. You will forge strong partnerships with local businesses to further enrich the tenant experience and create a vibrant sense of community.

### Key Responsibilities

#### Event Planning and Execution:

- Plan, coordinate, and execute a variety of events and activities, such as social gatherings, fitness classes, workshops, and cultural celebrations.
- Ensure that events are well-organized, safe, and enjoyable for all tenants.
- Oversee event logistics, including budgeting, scheduling, venue selection, and vendor coordination.

#### Tenant Engagement:

- Promote tenant participation in activities by creating a sense of excitement and anticipation.
- Encourage feedback from tenants to tailor events to their preferences and interests.
- Foster a positive and inclusive community atmosphere within the rental building.

#### Partnership Development:

- Establish and maintain relationships with local businesses, organizations, and service providers.
- Collaborate with local businesses to provide exclusive discounts, promotions, and amenities to our tenants.
- Seek out sponsorship opportunities to support events and programs.

#### Marketing and Promotion:

- Develop marketing materials and communication strategies to promote upcoming events and activities.
- Utilize digital platforms, newsletters, and social media to keep tenants informed and engaged.
- Monitor and analyze tenant engagement metrics to continuously improve event strategies.

#### Budget Management:

- Manage the budget allocated for tenant activities and ensure cost-effective event planning.
- Seek opportunities for cost savings and revenue generation through partnerships and sponsorships.

### Skills and Qualifications

- Bachelor's degree in Marketing, Hospitality, Event Management, or a related field (preferred).
- Proven experience in event planning and management.



- Experience providing an elevated customer experience.
- Creative and innovative thinker with the ability to develop unique event concepts.
- Ability to work independently and collaboratively with a team.
- Excellent organizational and time-management skills.
- Familiarity with the local community and businesses (a plus)

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