

POSITION DESCRIPTION

POSITION: Event and Program Coordinator

CLASSIFICATION: Full Time, Exempt

REPORTS TO: Chamber Executive Director

DATE: June 2018

JOB DESCRIPTION:

Summary:

The Event and Program Coordinator coordinates, organizes, develops and executes events and programs for the Enterprise.

Job Duties and Responsibilities: Include but not limited to the following:

- As it relates to high value investor's event and program participation, provide support to assure seamless and error free management of their chosen engagement;
- Manage, lead and implement coordination of all Chamber events & programs;
- Manage the visual bin project management system that identifies all event & program planning;
- Work with staff and contractors as required on major events, programs and meetings including: New Executive Welcome Breakfasts, Dinner Groups with the President, Business Expo, Economic Outlook Breakfast, EDC Annual Meeting, Small Business Celebration, Annual Dinner, Business After Hours, Speed Networking, Entrepreneur Series, all Young Professionals events and any other events and programs that may take place.
 - This includes attending each event, securing monthly BAH hosts; walk through facilities prior to event, registration, and any other logistic details that are needed;
- Build all events in ChamberMaster for online registration. Ensure information is accurate for live feed to website calendar of events;
- Take all telephone and email inquiries for all events. Encourage online registration but take registrations over phone and e-mail when requested. Collect payment as necessary;
- Recruit and manage Chamber event & program sponsors;
- Pack materials, signs and anything else needed for each event. Take to event or send with the appropriate staff member, coordinator, contractor or volunteer working event;

QUALIFICATIONS:

Required Education and Experience:

- Undergraduate degree in a relevant field and/or comparable years of experience in event & program coordination and management
- Experience with all aspects of customer service
- Outstanding verbal and written communication skills
- Proficient in current and relevant technology and software

Competencies:

- Positive, team-oriented individual
- Demonstrates the confidence to make decisions
- Possesses strong organizational skills, attention to detail
- Has ability to multi-task, prioritize, and meet deadlines
- Is honest and ethical
- Demonstrates a pleasant, outgoing personality

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing. The employee must frequently lift and move items up to 20 pounds.

Position Type/Expected Hours of Work:

This is a full-time position, and general hours of work and days are Monday through Friday, 7:30 a.m. to 5:00 p.m. This position regularly requires long hours and frequent weekend work.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.