

Event and Program Coordinator
Traverse City Area Chamber of Commerce

The Traverse City Area Chamber of Commerce, established in 1915 and serving nearly 1,500 members in a five-county northwest lower-Michigan region, seeks an event and program coordinator. This open position reports to the Chamber's Executive Director.

Applicants must submit a resume and cover letter by 5 p.m. Eastern Time on Friday, June 29, 2018. It is anticipated that the Event and Program Coordinator will be selected by the end of August 2018, and able to start work as-soon-as-possible thereafter. The search is being facilitated internally, without the use of an outside firm.

The Event and Program Coordinator will be primarily responsible for coordinating, organizing, developing and executing Chamber events and programming. He or she will work closely with the Chamber's Executive Director to assist in achieving the organization's goals for serving its members and the business community and be able to thrive in a team-driven, collaborative work environment. The Event and Program Coordinator must have strong written and oral communication and interpersonal skills.

Hours are non-traditional, often including early morning and evening responsibilities, and work weeks in excess of 40 hours. For a full job description and list of primary responsibilities and desirable traits and characteristics, go to www.tcchamber.org and open the job posting listed there.

The salary range is up to \$45,000 depending on experience and qualifications. The Chamber offers competitive benefits that include a generous 401K, access to its group health plan, life insurance and paid time off for personal use in addition to major holidays. Candidates may request a copy of the Chamber's Employee Handbook for a full description of work rules and benefits.

Cover letters and resumes should be addressed to Event and Program Coordinator Search at 202 E. Grandview Parkway, Traverse City, MI 49684 and sent by email to jobsearch@tcchamber.org. All correspondence will be considered confidential.