

Event Coordinator Job Description

Position: Event Coordinator

Reports To: Chamber Director

Employment Type: Hourly Pay, Part-Time

Compensation: Based on Experience

Deadline for Application: Monday, May 1.

Chamber Mission: The Washington Chamber of Commerce is a non-profit organization that is membership-based and supported by local industries, governments, and individuals. Its mission, carried out by all employees, members and volunteers, is to promote a progressive business climate and to promote a high quality of life in the Washington Community.

Summary: The role of the Event Coordinator is to be responsible for planning and executing aspects of Chamber events. Key duties include: planning events, creating and adhering to event budgets, set up/tear down of events, managing events, soliciting sponsors or partner organizations, creating coordinated marketing & design pieces, and promoting events via social media, Internet, print, & radio.

Personal Attributes: To appropriately meet the needs of the position, the Event Coordinator is expected to:

- Possess a positive, engaging outlook.
- Be energetic.
- Enjoy a diverse work day.
- Present a friendly, welcoming, can-do attitude in interactions with co-workers, members and visitors.
- Handle a myriad of details and follow-up items.
- Communicate clearly & professionally.
- Represent the Chamber in a positive and professional manner at all times in the community.
- Possess outstanding organizational and interpersonal skills.
- Be comfortable meeting new people and socially approachable.
- Handle interruptions and changing situations.
- Work harmoniously, enthusiastically and cooperatively.
- Accomplish tasks both independently and with direction.

Responsibilities and Duties:

- Organize, plan and develop projects and events initiated and co-hosted by the Washington Chamber of Commerce. Annually, these events include networking events, professional seminars, 20+ Alive After 5's, 20+ Ribbon Cuttings, Annual Dinner, Summer Classic, Ridiculous Day, Craft Fair, Thursday Night Lives, Educator Appreciation Breakfast, Gallery Walk, Government Relations, Leadership Washington, Chamber Golf Fun Days, Oktober Madness, and the Candlelight Tour of Homes.
- In collaboration with the Director, write, design and edit material (programs, tickets, email blasts, etc) for Chamber events.
- Ensure the needs of event details are met and properly prepared.
- Comply with the constraints of the event budgets.
- Survey and record suggestions from the membership to ensure that Chamber events are meeting member's needs.
- Ensure the event sponsorship packages and agreements are being fulfilled.
- As directed, the Event Coordinator will sit on select event committees as required.

- Attend Chamber events as assigned.
- Communicate with board on event status. Ability to attend board meetings as needed.
- Maintains and updates the events on the Chamber's website, email programs, and social media channels.
- Coordinates the Ambassador Program and Alive After 5's, including the scheduling, marketing, & promotions.
- Prepares event press releases and other information to the appropriate media channels as necessary.
- Other duties as assigned.

Position Requirements:

- Experience as an event coordinator or similar role preferred.
- Ability to work a flexible schedule, with occasional hours during weekends or after hours, as needed, based on event and project schedules.
- Must have access to reliable transportation.
- Must work well independently and under pressure.
- Must possess time, resource and project management skills.
- Organize work and manage various details.
- Present a professional appearance, demeanor and attitude.
- Be proficient in using standard office equipment.
- Able to use computers, MS Office, Mac OS, and Google Programs. Knowledge of the Adobe Creative Suite is a plus.
- Willing to learn new software, as needed.
- Committed to maintaining the highest sensitivity to professional ethics and cultural diversities, treating all people equally and respectfully.

Application Requirements:

- Submit resume and cover letter to Chamber Executive Director, Michelle Redlinger, by May 1, 2017.
 - Mail: 205 W Main Street, Washington, IA 52353
 - Email: michelle@washingtioniowa.org

The Washington Chamber of Commerce is an Equal Opportunity Employer.