

EVENTS COORDINATOR

The Events Coordinator is responsible for the planning and execution of all Chamber events and programs. The successful candidate will have the ability to manage multiple events at a time; will develop and implement plans to meet event goals with respect to budget, attendance and overall impact; will be a resource to the membership as well as the staff; and will be a very important part of the team, assisting the organization with meeting its overall strategic initiatives and goals.

Key Responsibilities Include:

- Plan and execute all aspects of Chamber events, including monthly networking events, ribbon cuttings, meetings, educational programs and large scale events (such as the Taste of the Beach, Annual Golf Tournament, Annual Gala, Tapa Hop and more).
- Responsible for event preparation including budgeting, site selection, permitting, contract and space negotiation and execution, A/V coordination, food and beverage arrangements, supplies, inventory, equipment and signage, décor and reporting.
- Manage registration process for all events (prepare nametags, materials, notebooks, packages, gift bags, registration lists, seating cards, maintaining attendance lists in database etc).
- Create, revise and maintain records and layouts for each event.
- Responsible for coordinating and assisting with various Ambassador led events (Tapa Hop, Mini Masters and the Annual Boat Parade). Oversee Ambassador Committees, agenda and event donations as well as event execution.
- Set up, management and working the check-in desk during events.
- Work with the Chamber President to set budgets, manage finances and recruit sponsors to cover costs of events.
- Work collaboratively with the chamber team to ensure event information is accurate and up-to-date, both in printed and online materials.
- Manage volunteer recruitment and volunteer assignments at events.
- Assist in research, preparation of statistics and spreadsheets to support the assigned events.
- Plan, organize, coordinate and manage regularly scheduled chamber events.
- Edit all newsletters, event invitations, event signs, event programs, marketing and press releases relating to events.
- Attend community events and outreach efforts.
- Compose correspondence and other written materials as necessary—articles for our electronic newsletter, event recaps, social media posting, press releases etc.
- Fact check, proofread, format, and edit written materials as necessary.
- Design and coordinate direct mail and email correspondence to the general membership regarding monthly luncheons, special events, sponsorships, and other communications as assigned.
- Follow up with new members to schedule promotional opportunities.
- Spearhead all appreciation tasks, including but not limited to: recognitions, birthdays, volunteer shout outs etc.
- Provide administrative staff support for committees.

- Provide front office support by greeting visitors, guests and members.
- Answer phone calls, emails and requests for visitor information.
- Perform other duties as assigned by the President.

Qualifications and Required Skills:

- Ability to work with minimal supervision, set priorities and work within deadlines.
- Ability to work nontraditional work hours, including some evenings and weekends as required by the schedule of meetings and events.
- Public speaking and presentation skills necessary.
- Strong interpersonal skills: ability to interact with community leaders, members, and a wide range of individuals.
- Outstanding verbal and written communication skills; ability to write and articulate ideas in a persuasive, organized, and effective manner.
- Excellent organizational skills with strong attention for detail.
- Ability to apply creative solutions and think out of the box.
- Strong critical thinking and problem solving skills.
- Ability to work in a fast-paced environment, multi-task and handle multiple projects.
- Must be dependable, punctual, personable and professional.
- Must be able to work independently on projects.
- Proficiency in Microsoft Word, Excel, PowerPoint, Microsoft Outlook and Office are required.
- Skills such as Adobe Programs, i.e. Illustrator and Photoshop, and Publisher, email programs such as Constant Contact, database programs and Website Content Management Systems are preferred.
- Positive work ethic.
- Bi-lingual a plus.
- Event Planning and Management: 1-2 years

Job Type

Full-time position

Required education:

- Bachelor's degree in event planning or related hospitality field, or have equivalent work experience.

Compensation commensurate with experience.