



CHAMBER OF COMMERCE

JOB DESCRIPTION

JOB TITLE: Marketing and Events Coordinator

Paid time off: 10 paid days per year plus holidays

Position reports to: Executive Director

JOB SUMMARY: The Marketing and Events Coordinator will promote the organizations' mission, vision, purpose and goals as well as successfully execute all Chamber Events.

SUPERVISORY RESPONSIBILITIES:

None.

DUTIES AND RESPONSIBILITIES:

- Create and execute a marketing strategy for the chamber focused on increasing membership.
- Co-lead the marketing committee with the Board representative.
- Provide monthly metrics for social media accounts, website and event attendance/feedback.
- Create, manage and promote chamber events and registration.
- Collaborate with chamber staff and Board as needed to execute the marketing plan and events.
- Update website/directory content information as needed.
- Manage and schedule social media posts and events.
- Keep current on trends in the marketing industry.
- Plan, facilitate and manage all Chamber events.
- Develop and maintain relationships with event vendors, sponsors, and attendees.
- Manage A/V technology and equipment at events.
- Responsible for presenting and gaining approval for marketing and event cost, to stay within the approved budget.
- Continually evaluate the success of the organization's marketing strategy and events and present solutions for improvements as needed.
- Occasional nights and weekends required for events management.
- Other duties as assigned by the Executive Director.

REQUIRED SKILLS AND ABILITIES:

- Proficient with Microsoft Office Suite, Google Drive and related software.
- Excellent time management skills with the proven ability to meet deadlines.
- Strong problem-solving skills and the ability to delegate tasks.
- Excellent organizational skills and attention to detail.
- Strong wordpress and social media creation and management experience.
- Nights and weekends as needed for execution of events.
- Excellent verbal and written communication skills that may include public speaking and presentations.
- Excellent relationship building skills with volunteers, vendors and members.
- Must maintain professional appearance and behavior.

PREFERRED EDUCATION AND EXPERIENCE:

- Bachelor's degree in Marketing, Communications, or related field.
- 2 years of relevant experience in event planning and/or marketing.

PHYSICAL REQUIREMENTS:

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift 15 lbs. at times

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