



## Special Events Coordinator

### Full-Time, Non-Exempt

3985 University Ave. Riverside, CA 92501 | [www.riverside-chamber.com](http://www.riverside-chamber.com)

Founded in 1900, the Greater Riverside Chambers of Commerce represents the interests of business in the greater Riverside area. The Chamber is a fast-paced organization with a mission of improving the economic prosperity of the Inland region. The work revolves around providing members with networking opportunities, promoting the community, and engaging federal, state, and local officials on behalf of business interests.

**Purpose:** The Special Events Coordinator helps deliver a quality experience for members and the business community at more than 200 Chamber events each year by providing a full range of event planning, management, and administrative support.

**Reports to:** President/CEO and Vice President

#### Essential Functions/Objectives:

- Plan and manage monthly and annual special events produced by the Chamber. Responsible for identifying venues, negotiating venue contracts, and arranging all event details with venue and outside vendors (room layout, food and beverage, audio-visual equipment, décor) to meet the quality expectations of the organization. Promote and market events to attract sponsors and attendees. Special events include: State of the City Address, Mega Mixer & Trade Show, Inaugural Celebration, ATHENA Award Presentation, Chamber Golf Classic, Riverside Business Week, Raincross Trophy Dinner, Military Appreciation Picnic, Navy Birthday Ball, Grand Openings, AfterHours Business Mixers (monthly), and Good Morning Riverside (monthly).
- Prepare event budget according to guidelines, create check requests, and process any necessary invoicing. Update budgets when events are closed to determine financial statements and make notes for future events.
- Ensure adequate staffing for events. As part of the Chamber team, attend all other events as needed to help with registration, troubleshoot issues, and ensure success of event. Communicate event confirmations, deadlines, and capacity notices to staff.
- Propose new ideas to improve the event planning and implementation process.
- Act as the staff liaison to the following Chamber committees. Duties include preparing agendas, sending notices for upcoming events, taking meeting minutes, as well as duties listed below:
  - Ambassadors: Recruit volunteers for events, track and maintain committee point system, fulfill rewards from point system, and ensure membership retention goals are completed.
  - Chamber Golf Classic: Coordinate logistics and assist committee in organization of annual golf tournament. Maintain accurate and complete files of committee lists, correspondence, resource materials, and other information for the organization.
  - Riverside Business Week: Work with fellow staff members to ensure the success of the mixer aspect at the Riverside Business Expo & Mixer.
- Write articles for *Greater Riverside Business* (GRB), the Chamber's monthly newspaper, and *Chamber Communicator*, the Chamber's weekly e-newsletter, and develop content for the Chamber's website, [www.riverside-chamber.com](http://www.riverside-chamber.com).
- Perform various office duties: filing, answering phones, etc.
- Perform additional responsibilities and assignments as requested by the President/CEO and Vice President.

#### Knowledge, Skills & Abilities:

- Excellent oral and written communication and customer service skills. Bilingual is a plus.
- Proficiency with Windows operating systems, Microsoft Office and graphics/desktop publishing applications, social media networks, and audio/visual equipment.
- Ability to multi-task concurrent projects and operate in a fast-paced office environment.
- Ability to work as a member of a team or independently with limited supervision.
- Previous events planning experience preferred.
- Excellent organizational skills and attention to detail.
- Self-starter with a professional demeanor.

#### Qualifications and Requirements:

- Bachelor's Degree, Associate's Degree, or equivalent experience in a professional environment preferred.
- Able to lift 50 lbs without difficulty.
- Must have reliable transportation.

#### Compensation:

- Full-time; \$20-22/hour dependent on experience and qualifications.
- Medical, dental, and vision benefits offered after introductory period.

#### To Apply:

- Submit cover letter and resume to Vice President Nicholas Adcock at [nadcock@riverside-chamber.com](mailto:nadcock@riverside-chamber.com).
- Seeking applicants until position filled. Qualified applicants will be invited for an interview on first-come, first-serve basis.
- No phone calls please.