

POSITION: Program and Events Manager
STATUS: Regular Full-time; Exempt
REPORTS TO: Executive Director

ABOUT THE CHAMBER

Established in 1919, the Midway Chamber of Commerce is committed to building a strong local economy and strengthening, enhancing, and protecting business. The Midway Chamber serves a diverse membership base consisting of over 350 companies by providing a broad array of valuable services including: local government advocacy, networking, community involvement, information access, and high-profile events and programs. The Chamber is led by a volunteer Board of Directors, who are highly engaged in the chamber and involved in the greater metro civic and business community.

DESCRIPTION

This position reports to the Executive Director and supports the Executive Director in providing a range of services to the Membership. The person must function with limited supervision and proactively coordinate his or her work with the events of the Chamber and projects of the Executive Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinate planning and managing of Chamber events, including assisting Executive Director with growth of event sponsors, as well as event set-up, on-site event management, and tear-down.
- Responsible for marketing and sales of sponsorships and registrations for Annual Celebration and Golf Tournament.
- Frequent communication with members via phone, email and at Chamber meetings and events.
- Primary responsibility for administrative functions of office including: answering phones, greeting visitors, day-to-day operation of the office, such as mailings, coordination of monthly reports and event information using Excel, Word, PowerPoint, and chamber database software
- Recruit, manage, and retain volunteers.
- Sell memberships throughout year and assist Executive Director with member relations.
- Manage and create budgets for Annual Celebration and Golf Tournament
- Maintain website, social media accounts, and member database.
- Assist with invoicing, deposits, reconciliation of accounts, and maintenance of records using database software as needed.
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent experience
- Must work with a high level of autonomy and initiative to complete work independently
- Ability to prioritize work under pressure and on deadlines while working on several projects simultaneously
- Ability to be professional, flexible and decisive when working with internal and external member issues and concerns
- Excellent computer skills, including experience with Microsoft Office and Excel
- Fiscally responsible
- Outstanding organization and analytical, leadership, and problem-solving skills required
- Ability to collaborate under the direction of the Executive Director with Chamber stakeholders, including members, volunteers, contractors, Board members, and other staff.

The Midway Chamber of Commerce is proud to be an Equal Opportunity Employer; AA/EEO/Veterans/Disability friendly employer. All qualified applicants will receive consideration for employment without regard to race, color, sex, religion, age, sexual orientation, gender identity, national origin or any other characteristic protected by applicable Federal, State, or local laws. Reasonable accommodations or workable solutions may be made to enable individuals with disabilities to perform essential functions.

The Midway Chamber of Commerce reserves the right to change duties as needed. This job description is not intended to be interpreted as all-inclusive of the duties, requirements and qualifications of the titled position.