



## Events Coordinator– 25 hours per week, \$30 per hour

### Overview

The **Los Gatos Chamber of Commerce**—a nonprofit organization consisting of **380** business and nonprofit members—serves as the Town’s catalyst for business vitality and community enrichment. We advance a strong local economy and elevate Los Gatos as a premier destination through strategic initiatives and signature events, while operating **Visit Los Gatos** (and the Visitor & Information Center) to attract visitors, drive local commerce, and highlight what makes our town exceptional. For our members, we deliver practical value—credible promotion, useful tools, and strategic connections—grounded in focused advocacy on key issues and destination marketing that brings people downtown and into local businesses. In all we do, we act as a **Catalyst** for business growth, a **Convener** of leaders to get things done, and a **Champion** for a thriving community.

### Position Summary

The Chamber seeks an energetic, detail-oriented, and creative **Events Coordinator**. Reporting to the CEO, this position leads the planning and execution of the Chamber’s signature events and also manages select minor events including holiday strolls, and Chamber Board/Staff retreats. This position involves fluctuating workloads, with periods of higher intensity leading up to and during event execution. This position collaborates closely with the Operations & Membership Coordinator and the Multimedia Designer to ensure seamless delivery of the Chamber’s full program of work. The Chamber is a dynamic, fast-paced environment where priorities can shift quickly; success in this role requires flexibility, resourcefulness, and the ability to adapt as events evolve.

**All Chamber staff are professional, proactive, self-directed, detail-oriented, collaborative, community-minded, welcoming, positive, energetic, and composed under pressure.** Together, we deliver exceptional experiences for members, visitors, and partners that reflect Los Gatos’ unique spirit.

## Key Responsibilities

### Event & Program Management

- Lead production of signature annual events (currently Taste of Los Gatos, Wine Walk, Magical Memories Holiday, and the Annual Chamber Celebration) plus select minor Chamber events (e.g., Holiday Strolls).
- Collaborate with Operations and Marketing Coordinator on planning and execution of select minor events, including Halloween PAWlooza and GOLD First Thursdays.
- Plan and produce internal gatherings such as the Board & Staff Holiday Cocktail Party and the Board & Staff Annual Retreat.
- Manage logistics end-to-end: budgets, vendor contracts, final permit details, volunteer coordination, signage, and post-event debriefs.
- Oversee Bandwango Perks Pass event passports, integrating local offers and tracking engagement.
- Partner with the CEO on executing sponsor activations.
- Manage online registration and ticketing (e.g. Eventbrite)
- Manage online volunteer management (e.g. Sign-up Genius)
- Collaborate with the Operations & Membership Coordinator to order event-related office supplies.
- Procure event materials and maintain Chamber event assets, including the storage room and closet.

- Provide on-site leadership from setup through teardown.
- Collect and analyze event data (attendance, NPS, Eventbrite, revenue) to inform and improve future event strategies.

### **Marketing & Communications**

- Develop marketing plans for major events, working closely with the Multimedia Designer.
  - Provide event copy for the weekly newsletter and proofread the entire newsletter weekly.
  - Supply the Multimedia Designer with event details for social media.
  - Support production of event signage, sponsor recognition, collateral and branded merchandise.
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### **Membership & Community Support**

- Support member engagement and attend member events (e.g., networking events, ribbon-cuttings).
- Serve as staff liaison to the Board Events Committee.
- Attend or monitor Town meetings relevant to Chamber events or policy.

### **Qualifications**



- 3+ years of experience in large-scale event planning (200+ attendees).
- Marketing experience (digital and traditional).
- Associate or bachelor's degree in marketing, communications, business, or related field.
- Exceptional organizational abilities and clear, effective communication skills, both written and verbal.
- Proficient in MS Office, Google Suite, Eventbrite, Constant Contact, and Canva.
- Familiarity with ChamberMaster, Adobe Creative Suite, and AI tools a plus.
- Knowledge of Los Gatos and local culture.

### **Other Requirements**

- Valid California driver's license; lift up to 25 lbs.
- Remote Monday; hybrid Tuesday-Friday.
- 4+ member events per month, including some evenings or early mornings; additional evenings/weekends for major events.

**Please send a cover letter and resume to the Search Committee at**

**[hiring@losgatoschamber.com](mailto: hiring@losgatoschamber.com).**