



*Job Title: Events Coordinator*

*Reports to: Executive Director (ED)*

*Status & Pay Rate: Part Time (20-29 hours/week); DOE*

### **Position Summary**

Roxboro Area Chamber of Commerce is looking for a competent Events Coordinator to spearhead the planning and execution of all current and future Chamber events; develop and implement creative marketing approaches; and assist and be pro-active in generating new membership. The ideal candidate will be a cheerful, hard-working professional able to undertake expandable office support tasks and see them to completion. This person will be comfortable working with a high degree of attention to detail and discretion and bring a positive attitude and strong customer service background to the team.

### **Duties include, but are not limited to:**

- Primary point of contact for visitors to the Chamber, including responding to phone calls and questions from the public and Chamber members when Office Coordinator is not present.
- Coordinate, spearhead, and oversee all Chamber events. Will require working an occasional evening, weekend, or holiday.
- Engage and mobilize volunteers to participate in Chamber events and projects.
- Work with ED to identify and pursue new avenues of funding.
- Provide monthly reports to ED regarding event updates, sponsorships, etc.
- Collaborate with ED to develop, facilitate and implement processes necessary for tracking and recording all funds derived from sponsorships, fundraising events, etc.
- Support Director in recruitment of new members.
- Support Director in fulfilling member needs.
- Follow up with sponsors and vendors to ensure event participation and payment.
- Prepare Membership Guide Quarterly with assistance as needed.
- Represent the Chamber at events, meetings, and on committees when needed.
- Help to develop and implement a strategy to effectively recruit new members.
- Attend trainings as needed.
- Utilize QuickBooks to process various payments, as well as non-chamber member payments.
- Utilize CC-Assist to process event payments and registration fees, etc.
- Other duties as assigned.

### **Qualifications:**

- High School Diploma (Associate's Degree or higher preferred)
- Experience with event planning and management
- Great interpersonal skills; excellent relationship management and public outreach skills
- Excellent written and verbal communication skills

- Experience marketing a business or organization
- Time management skills with the ability to prioritize and meet deadlines
- Strong organizational, critical thinking and problem-solving skills
- Flexibility to manage a variety of tasks
- Proficient in Microsoft Office Suite, Google Suite and email blast platform iContact (or similar platform).
- Working knowledge of office equipment
- Social Media experience, with marketing in mind
- Helping to develop and implement a strategy to effectively recruit new members
- Ability to maintain confidentiality related to scope of work
- Ability to sit or stand for an extended period of time
- Ability to lift 25 pounds (moving tables/chairs for event set up, loading/unloading vehicles, etc.)