

Marketing & Events Coordinator

SUMMARY:

The Marketing & Events Coordinator will be responsible for the management and implementation of the Chamber's event series. In addition, the Marketing & Events Coordinator will be an integral member of the chamber team and will manage event registrations, event preparations and other event related tasks with the primary goal of enhancing program quality and maximizing program revenues. The Marketing & Events Coordinator will be the primary contact for sales and relationship management of sponsors to chamber membership. Candidates should have 1-2 years of professional experience and excellent organization, customer service and communications skills.

DUTIES AND RESPONSIBILITIES:

- Manage the administration of regular and special Chamber sponsored or supported events. Responsibilities include:
 - Financial budgeting knowledge to prepare and manage budgets for events
 - Event registration, billing, and reconciliation of payments
 - Attendance tracking and reporting
 - Coordinating program agenda production and event materials
 - Event marketing material production and preparation
- Manage sponsorship sales & relationships maximizing relationships and providing excellent return of member investments
- Manage Chamber's events – responsibilities include site selection, seating, food/beverage, signage, sponsor visibility, and event marketing.
- Act as program liaison with Communications Director to facilitate information for e-marketing, production of monthly e-calendar, and program related advertisements.
- Generate and process letters, emails, memos and reports; perform analysis if required, document and present results.
- Work closely and actively participate with assigned committees/advisory boards. Schedule meetings and coordinate logistics, prepare timely meeting notes and coordinate follow up.
- Maintain working knowledge of administrative systems, equipment, procedures and processes used by the Chamber, make recommendations /changes for improvement.

REQUIREMENTS:

- Bachelor's degree or equivalent experience. 1-2 years of experience in event planning/management or equivalent.
- Excellent verbal and written communication skills; strong interpersonal skill
- Ability to multi-task, prioritize and complete projects on time and within budget
- Ability to act both independently and within a team environment
- Customer service/public contact experience in a non-profit or not-for profit organization is preferred
- Ability to interact with senior level executives a plus.

EMPLOYEE STATUS:

The Marketing & Events Coordinator reports to the President & CEO and is an exempt, full-time position. As a full-time employee the Marketing & Events Coordinator is eligible to receive all of the chamber's benefits.

COMPENSATION:

Salary \$28-30K, based on experience, plus incentives.

If you are interested in this position, please submit resume & cover letter to opportunities@spokanevalleychamber.org.