

Chamber of Commerce Grand Haven, Spring Lake, Ferrysburg (The Chamber)

Job Description

Job Title: Community Events & Programs Director
Reports to: President
FLSA status: Exempt

SUMMARY:

Responsible for planning and executing innovative and creative events and programs annually. This includes developing and following budgets, providing a complete accounting for each event and/or program, and coordinating details with sponsors, vendors, staff, volunteers and host locations. Looks for new opportunities to make enhancements to current and future community events and programming.

ESSENTIAL DUTIES:

An employee in this position must be able to perform the essential job functions listed below with or without reasonable accommodation. The Chamber will make reasonable accommodation for a qualified individual with a disability to enable the qualified individual to perform essential job functions.

- Lead the execution and planning details of the Chamber's annual community events.
- Plan and coordinate both Grand Haven and Spring Lake Farmers Markets seasons with community resources, (Ottawa County Foods, Love Inc, etc.) and manage market on site staff.
- Create and maintain a database including a master schedule of events, event planning and logistic information.
- Develop content and maintain social media presence for the Chamber on various platforms to ensure maximum exposure of all events and programs.
- Recruit and manage interns each year to assist with events and programs.
- Perform post-event survey of attendees, analyze results to improve future functions.
- Provide planning and logistic support for membership and event programs as needed.
- As an employee of the Chamber, assist with membership recruitment, engagement and retention. Represent chamber at events with a high level of professionalism.
- Duties of this position must be performed on-site at the Chamber office in Grand Haven, Michigan
- Ability to meet physical demands and perform the essential job functions within the work environment identified in this job description
- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time

EDUCATION & EXPERIENCE REQUIREMENTS:

- Four-year Bachelor's Degree in Event Management, Hospitality, Business, Communications, Marketing or equivalent experience
- 2 years of event planning and management in corporate event planning, or related positions in catering, hotel, and hospitality industries.

SKILLS & KNOWLEDGE REQUIRED:

- Demonstrated accuracy, thoroughness and commitment to excellence

- Possess strong and effective persuasive, oral and written communication skills
- Exhibit sound and accurate judgment and display willingness to make decisions
- Ability to gather and analyze information to solve problems in a timely manner
- Proven to be dependable, take responsibility for own actions and commit to doing the best job possible
- Possess unquestioned integrity and ethical standards
- Strong computer knowledge
- Ability to prioritize and plan work activities, use time efficiently and work in an organized manner
- Continuously look for new ways to provide greater value to members
- Demonstrated ability to learn and apply new skills, take initiative and seek increased responsibilities
- Establish and maintain effective and productive relationships with coworkers, members and the public
- Display contagious energy with a positive attitude and exemplify the Chamber's Core Values: Collaboration, Openness, Resilient, and Ethical

SUPERVISORY RESPONSIBILITIES:

- Interns
- Farmers Market

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions.

- *Physical Demands:*
 - While performing the duties of this job, the employee must be able to remain in a stationary position extended periods of time and be able to move about inside the office to access file cabinets, office machinery, etc.
 - Operate a computer and other office productivity machinery, such as a calculator, copy machine and computer printer and must have the ability to use hands to handle, control or feel objects or controls and reach with hands and arms
 - Constantly communicate and exchange information with team members and must be able to effectively communicate correct information with vendors
 - Read/comprehend, write, communicate orally, reasoning and analytical abilities, and mental flexibility
 - Able to regularly lift up to 10 pounds and occasionally will move objects up to 25 pounds
 - Occasionally climb stairs, bend, squat, kneel, crouch, and reach above shoulder to access materials and/or documentation
 - Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus to compare and distinguish accounting and administrative data

- Hearing ability to perceive the nature of sounds at normal speaking level with or without correction. Ability to receive detailed information through oral communication and to make discriminations in sound.

- *Work Environment:*

- While performing the duties of this job, the employee is regularly working in a typical interior/office work environment with outdoor events occurring throughout the summer.
- Position involves extended/flexible work hours including early morning and evening meetings and occasional weekends.
- The noise level in the work environment is usually moderate.

TRAVEL: This position may require periodic travel which may include overnight stays. Must possess and maintain a valid driver's license.