

## **Job Title: Events & Programs Manager**

Reports to: Director of Economic Development Strategic Directions

FLSA status: Exempt

**To Apply:** Send resume to [mallen@grandhavenchamber.org](mailto:mallen@grandhavenchamber.org)

### **SUMMARY:**

This full time, salaried position is responsible for planning and executing chamber and community related events and programs including the Grand Haven and Spring Lake Farmers Markets. Responsibilities include developing and following budgets, providing a complete accounting for each event and/or program, integrated communications, coordinating details with sponsors, vendors, staff, volunteers, and host locations. Looks for new opportunities to make enhancements to current and future events and programming.

### **ESSENTIAL RESPONSIBILITIES:**

- Lead the execution and planning details of the Chamber's annual community events.
- Create and execute new events as needed.
- Plan and coordinate both Grand Haven and Spring Lake Farmers Markets seasons with community partners, (Ottawa County Foods, Love Inc, etc.) and manage market on site staff.
- Work with and obtain necessary licenses and permits from local government entities, fire marshal, health department, etc.
- Utilization of chamber database to maintain a master schedule of events, event logistics and invoicing.
- 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 chamber signature events along with other membership events and programs as needed.
- As an employee of the Chamber, assist with membership recruitment, engagement, and retention. Represent chamber at events and programs 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 community and/or corporate event planning, creation and execution of new events, farmers markets, public relations, or similar experience.

**OTHER SKILLS, KNOWLEDGE AND ABILITIES 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 including Microsoft Office with intermediate skill level in Excel
- Project management skills 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 and community stakeholders
- Demonstrated ability to learn and apply new skills and take initiative
- Ability to work independently and collaboratively with others
- Display contagious energy with a positive attitude and exemplify the Chamber's Core Values: Business Focused, Adaptable, Genuine, Respectful and Accountable.

**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 sit at a desk for extended periods of time and be able to move about the office

- Operate a computer and other standard office equipment
- Able to regularly lift up to 50 pounds and occasionally will move objects up to 50 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.
- Constantly communicate and exchange information with team members and effectively communicate correct information with vendors
- Read/comprehend, write, communicate orally, reasoning and analytical abilities, and mental flexibility

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