

Event Coordinator/Administration - Position Description

Colonial Beach Chamber of Commerce

The Colonial Beach Chamber of Commerce is a private, non-profit, community-focused, membership-driven organization comprised of over 150 business enterprises. The Mission of the Colonial Beach Chamber of Commerce is to 1) Attract, support, promote and improve the climate for businesses to flourish; 2) Foster economic development and continued growth in the Colonial Beach area; and 3) Create a better understanding of and support the economic and public policy needs and opportunities of the business community.

Supervision

Under minimal supervision, this position's primary duty is to manage events and all related administrative functions on behalf of the Chamber. This position reports directly to and works under the direct supervision of the President, VP of Chamber and Office Manager.

Job Title

Event Coordinator/Administrator

Hours

Part-time position 10-15 hours per week, coordination at events as needed.

Essential Requirements of the Position

- Develops/updates standardized event operating procedures
- Develops/updates operations manuals for each event
- Serves as the Chamber event committee liaison
- Coordinates volunteers and volunteer committees
- Creates meeting agendas and minutes
- Displays a team approach on collaborative projects with staff and volunteers
- Makes recommendations concerning current events and potential new events that may benefit the Chamber and its members
- Obtains revenue for events through successful sale of sponsorships and event marketing opportunities
- Has active participation, determination, vision and hard work on all Chamber events
- Completes all required/needed administrative paperwork
- Reports all pertinent information to and advises President, VP of Chamber and Office Manager on event management/coordination activities.
- Develops/maintains regular contact and has a professional, service-oriented, and ethical working relationship with Chamber Manager, Volunteers, Board members, Town Officials, other NGO's and Chamber Members
- Social Media Management: Manage and optimize social media platforms (Facebook, Instagram, Tiktok) to increase the chamber's online presence, engage with the community, and promote events and initiatives.
- Content Creation: Develop relevant and engaging content for various digital channels, including website, social media, and email campaigns.
- Community Engagement: Foster relationships with the local community through online channels, encouraging participation in chamber events and initiatives.
- Acts as an ambassador for the Colonial Beach Chamber of Commerce and greets visitors
- Assumes other duties as assigned.

Knowledge, Skills, and Abilities

- Ability to work independently.
- Strong organization, detail oriented, time management and multi-taking skills.
- Proficient in Microsoft Office products

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- Strong verbal and written communication skills
- Capable of “thinking outside the box” to offer new ideas, concepts, solutions, etc.
- Capable of maintaining sensitive/confidential information.
- Must be a team player that works well in a challenging environment.
- Ability to work under pressure.
- Exceptional “people” skills
- Flexible