

---

**Dodge City Area Chamber of Commerce  
Events Director Job Description**

---

**Job Title**

Membership & Events Coordinator

**Reports to**

The Membership & Events Coordinator reports to the President.

**Subordinates**

No positions report to the Membership & Events Coordinator.

**Objectives**

The Membership & Events Coordinator is responsible for planning, organizing and leading special events/meetings for the Chamber and the Chamber membership. Such events/meetings include conferences, workshops, marketing events, banquets, golf tournaments, receptions, dinners, festivals, ribbon cuttings/grand openings, and more as needs arise. The Membership & Events Coordinator is also responsible for soliciting prospective chamber members and closing membership deals.

**FTE Status**

This position is a full time, salaried position. Office hours are 9am-5pm, Monday through Friday with occasional evening and weekend hours dependent on position needs. This position also requires extensive hours throughout the 10-day Dodge City Days Festival.

**Operational Duties and Responsibilities**

1. Present upcoming events/meetings calendar at Board of Directors meetings.
2. Schedule and update the Chamber's calendar of events.
3. Plan, coordinate and execute the Annual Chamber Banquet and Meeting.
4. Manage all event sponsorships.
5. Work with Economic Development and Convention and Visitors Bureau to plan and coordinate the annual holiday party and business appreciation luncheon.
6. Collaborate with the planning committee to coordinate Southwest Kansas Night in Topeka, Dodge City Night in Topeka and the annual Legislative trip to Washington, D.C.
7. Coordinate and manage State of the City, County, College and Hospital luncheons.
8. Act as support to the Ambassador Committee in planning and deploying monthly coffees, ribbon cuttings, grand openings and the annual golf tournament.
9. Plan and deploy the Dodge City Day's Festival to include but not limited to sponsorship solicitation, committee coordination and meeting preparations, liaison between community partners and all back-end Dodge City Days organizing with Chamber team/committee.
10. Manage the Dodge City Day's email account, app, and website.
11. Ensure all events/meetings remain in budget and fiscally benefit the Chamber.
12. Attend community meetings and serve on community boards as the Chamber representative.
13. Recruit and aid in retention of new and existing Chamber members.
14. Manage communication with prospective members and close membership deals.
15. Attend and work Chamber events.
16. Help with day-to-day office operations including answering phones, fielding walk in traffic, etc.

Duties will remain fluid and work alterations, substitutions or additions can be made at the discretion of the President.

---

**Dodge City Area Chamber of Commerce  
Events Director Job Description**

---

**Education**

Bachelor's degree in relevant field preferred such as, Hospitality, Communications, Public Relations, Business or related field preferred.

**Knowledge, Skills and Abilities**

1. Ability to coordinate and schedule groups and teams of people to reach a common goal.
2. Strong and professional negotiating skills.
3. Ability to cultivate, nurture and maintain valuable partnerships with colleagues, vendors and community members.
4. Ability to effectively communicate both orally and in writing.
5. Knowledge of finance and adhering to set budgets.
6. Ability to handle multiple projects while setting appropriate priorities to achieve goals.
7. Ability to troubleshoot problems effectively and efficiently.
8. Excellent organizational skills and attention to detail.
9. Possess an exceptional amount of creativity from concept to execution of events/meetings.
10. Knowledge of MS Outlook, MS Word, MS Excel, Photoshop, and Adobe or willing to learn.

**Benefits**

1. All major holidays off and break between Christmas and New Year's.
2. PTO accruing at 5.40 hours per pay period/bi-monthly.
3. IRA plan with match available.
4. Health Insurance available.