



nejcchamber

Job Description: Program and Events Coordinator

Location: Roeland Park, KS

Reports To: Chamber President

Position summary:

The Program & Events Director position plays a vital role in maintaining and enhancing Chamber membership, services, and programs. Responsibilities include program/event management and communication. The Programs & Events Director will also play a role in daily Chamber operations.

Primary duties and responsibilities:

- Schedule, coordinate & execute all Chamber networking and fundraising events and programs.
- Plan and implement the Leadership program for the NEJC Chamber.
- Establish and maintain working relationships with members, partners, and constantly striving to increase attendance.
- Work with staff and committee members to brainstorm new revenue-generating programs and sponsorships.
- Develop event feedback surveys when appropriate.
- Enhance membership programming by creating opportunities for education and by providing resources for members.
- Serve as a liaison to the Chamber committees to provide recruitment, training, and coaching.
- Help to determine program/event budgets and work within the parameters.
- Acquire and retain new members in the Chamber.
- Provide weekly statistical reports on events and programs.
- Create both on-line and in-person resources for all programs when appropriate and enhance membership programming by creating opportunities for education and resources.
- Responsible for e-mail publications, print design, graphic design, website updating and maintenance, along with database entry. Administer and audit member database.
- Oversee design and publication of all print materials including monthly calendar, corporate partnership and sponsorship sheets and event promotional materials.
- Assist with annual directory publication.
- Manage office correspondence such as welcome letters, renewal letters and thank you notes. Other correspondence as it is appropriate.
- Maintain the website using word press.
- Manage the info email.
- Along with the President, negotiate contracts and pricing for venues contractors and other businesses that the chamber works with for events and programs.
- Create signage and handouts for all events.
- Contribute and present to the monthly board of directors' report and meeting.
- Administrative duties as assigned.
- Serve as a photographer, when necessary, at events.
- Help to answer phones and cover office.

- Create invoices for chamber events and membership along with the President.
- Must know the chamber's mission through the Strategic Plan and integrate that mission into all aspects of Chamber objectives.
- Management of log sheets for referrals and calls.
- Prepare and submit a monthly expense sheet for credit card and mileage.
- Secure sponsorships for Chamber events.
- Create visibility and recognition of the NEJC Chamber and its businesses through community involvement.
- Perform other duties as assigned by the President.

Requirements:

Bachelor's degree in business, communications, marketing, or related field.

Strong oral and written communication, time management, and outstanding organizational skills are necessary.

Ability to manage and coordinate through skills in multi-tasking while working on various projects and committees at the same time.

Experience in fundraising, and relationship building.

Proficient with Microsoft programs, database and accounting programs, CC-Assist, Canva, WordPress, Constant Contact and Google Suite knowledge would be very helpful.

Accountability:

The full-time position is an exempt position and may require additional hours outside of the 40-hour work week. The Coordinator of Programs and Events reports directly to the President but will work closely with the entire staff. This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employees will be required to follow any other job-related duties required by the President. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.

Send resume to Deb Settle, President/CEO at dsettle@nejcchamber.com.