



Job Title:	Coordinator, Events	Position Type:	Exempt / Full-time
Department:	Marketing, Communications, and Programs	Reports to:	VP, Marketing

Position Summary

The Events Coordinator plays a vital role in the planning and execution of Chamber events. This position provides essential support in managing logistics, coordinating with vendors, overseeing production, and ensuring seamless event planning and execution from start to end. The ideal candidate for this role will possess enthusiasm for crafting innovative and captivating event experiences that surpass the expectations of both participants and sponsors. They should demonstrate strong project management skills, meticulous attention to detail, and thrive in a collaborative team environment.

Roles and Responsibilities

Project Management

- Support the organization and execution of Chamber event logistics
- Develop and implement plans and production schedules for events
- Assist with the nomination and judging process for all awards events including working with team members, nomination committees and judges on all logistics via the online management software.
- Responsible for executing contracts and communicating with venues, hotels, production, etc.
- Multitask effectively to manage multiple aspects of event planning simultaneously, ensuring smooth coordination and timely execution
- Plan event layouts and diagram of table assignments
- Manage events onsite
- Create event staffing assignments and overall support
- Collaborate and support Chamber initiatives and programs to achieve annual goals
- Assist with budgets, reports and projections as needed
- Assist with committee meetings and preparation as needed
- Assist in the development of marketing and promotional plans and materials
- Other duties as assigned

Administrative

- Responsible for sponsor fulfillment to include event communication, collection of marketing materials, sponsor asset creation, and coordination of client participation. Sponsor assets include logos, banner ads, blogs, tables at events, and branding associated with the sponsor agreement,
- Manage events calendar and event supply inventory
- Manage event registration process including entering registrations, creating name tags and managing check-in process
- Maintain updated, accurate information in CRM
- Other duties as assigned

QUALIFICATIONS

- Bachelor’s degree or equivalent combination of education and experience preferred
- A positive attitude and demonstrated interest in growing professionally
- Strong technical, analytical and project management skills



- Strong organizational skills, attention to detail, and ability to work within tight deadlines
- Strong communication skills (listening, oral, written and presentation)
- Advanced mastery of all Microsoft Office applications and ability to quickly learn new software platforms
- Flexible, creative problem-solver
- Ability to work occasional evenings and weekends

ADDITIONAL NOTES

The Greater Austin Chamber of Commerce is an equal opportunity employer and does not tolerate harassment, discrimination, or retaliation. This position is based in Austin, TX. This individual will be permitted to work in a hybrid remote/in-office arrangement after an up to 60-day provisional period in-office 5 days/week. This individual will be expected to work in the office 3 days a week and as needed. Some events that fall outside of regular working hours may be required. This position pays \$48,000 - \$54,000 annual salary. This position is full-time and includes a competitive comprehensive healthcare plan and contributions toward a retirement fund. All candidates must pass a background check.

I understand that all pre-employment screening activities are conducted in compliance with federal and state employment laws. Background checks are completed during the post-offer stage of the employment process in compliance with the Fair Credit Reporting Act requirements.

I also fully understand the content of this job description, have had the opportunity to ask questions regarding this job description, and have had the job duties and responsibilities, qualifications, and physical demands and working conditions explained to me. I am capable of performing the essential functions of this job with or without reasonable accommodation. If I need accommodation, I will ask the hiring manager for it. I understand that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

Applicant Signature: _____

Date: _____

Last Updated By:	Gabrielle Rodriguez	Date:	03.25.24
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