<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Program Engagement Coordinator</th>
<th>Position Type:</th>
<th>Full-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Marketing and Programs</td>
<td>Reports to:</td>
<td>Director, Program Design &amp; Marketing</td>
</tr>
</tbody>
</table>

**Position Summary**

The Austin Chamber helps people live, work, and thrive in Austin by investing in a broad range of programs that build, support, and strengthen the business community. This role is a member of the Chamber’s marketing and programming team, which is responsible for developing a strategy to support this mission. Engaging events are a significant component of this strategy and an opportunity to engage audiences and develop positive customer experiences.

**Roles and Responsibilities**

- Responsible for Partner and 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.
- Assist with the nomination process for all awards events including working with team members on all logistics, nomination committees, judges and the online method for managing the process.
- Execute contracts within budget and manage event vendor relationships (hotel, AV, catering, etc.).
- Plan event layout and diagram of table assignments.
- Manage events onsite, including event set-up, registration, teardown.
- Assist with online registrations, driving attendance and event success.
- Collaborate with team on event marketing, including emails, social, website, etc.
- Manage event calendars to ensure program information is relayed to staff.
- Maintain updated, accurate information in the CRM and event module.
- Collaborate and support other team initiatives and programs to achieve annual goals.
- Develop event staffing assignments for volunteers and staff.
- Assist with budgets, reports and projections as needed.
- Assist with committee meetings and preparation.
- Other duties as assigned by Director, Program Design & Marketing.

**QUALIFICATIONS**

- Marketing or Business degree from a four-year college or university; or equivalent combination of education and experience preferred.
- A positive attitude and demonstrated interest in growing professionally.
- Strong project management skills.
- Ability to work independently and within a collaborative team environment.
- Strong organizational skills, attention to detail, and ability to work within tight deadlines.
- A knack for problem solving.
- Strong communication skills (listening, oral, written and presentation).
- Customer service oriented.
- Advanced mastery of all Microsoft Office applications and ability to quickly learn new software platforms.
Additional Notes
This position is based in Austin, TX. This individual will be permitted to work in a hybrid remote/in-office arrangement, for the time being. 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 $47,000 – $52,000 annual salary, depending on experience. This position is full-time and includes comprehensive healthcare and contributions toward a retirement fund.