

Special Events Coordinator

About Us

The Chandler Chamber of Commerce was founded in 1912 as the voice of business in Chandler. Since that time, the Chandler Chamber has been a champion for economic prosperity and quality of life in Chandler. By being the voice of business, helping its members grow, and promoting collaboration, the Chandler Chamber is working to improve the economic, civic and cultural fortitude of the region. The Chandler Chamber is a 501(c)6 nonprofit corporation whose mission is to support business and our community by providing vital programs and services that attract and retain business while embracing our diversity.

Position

This is a unique opportunity for a goal-oriented person seeking a professional career and leadership experience with a desire to strengthen and build the Chandler community. To carry out the objectives of the Chandler Chamber, this individual should be an experienced, take charge professional with ability to succeed in a busy environment. Will coordinate approximately 20 events per year with events occurring on a monthly, quarterly, and annual basis. Must be able to anticipate project needs, discern work priorities, meet deadlines with little supervision, and be willing to work occasional evenings and weekends. You should have a love for special event management from conception to completion.

Event Planning and Program Production:

- Develop and oversee assigned programs and events, including but not limited to: event budgets, marketing materials, event preliminary, on-site and post production
- Management and execution of event logistics, including vendors, contracts, permits, applications, security, infrastructure, equipment, entertainment, food, venue layout, etc.
- Propose new ideas to improve event and implementation process
- Assist with managing on-site production and clean-up for events
- Volunteer management, oversight and recruitment

Core Competencies:

- Extremely organized, efficient, detail-oriented and successful at meeting deadlines
- Excellent communication skills, including writing, proof reading skills, and speaking
- Ability to manage multiple projects and work assignments from a variety of staff and volunteers
- Excellent interpersonal skills both in person and by phone, with high professionalism
- Ability to accomplish projects with little supervision
- Exceptional customer service ethic and high expectations for quality
- Willingness to learn new skills and adapt to growing/evolving job responsibilities
- Proficient in all Microsoft Office programs

Position Requirements:

- Minimum of a bachelor's degree in Events, Marketing, Communications, or equivalent, and or two years' direct work experience in producing programs and events
- Expertise in developing, implementing, and executing programs and events
- Highly organized
- Strong technology literacy
- Project management experience
- Strong attention to detail
- Strong presentation skills
- Chamber of Commerce and Community Organization knowledge and experience a plus

Qualified candidates should submit a cover letter with salary requirements to Molly Magill at molly@chandlerchamber.com.

This is a full-time salaried position with benefits including health, dental, vision, life insurance, 401(k), short and long-term disability, paid holidays and PTO.

Salary Range: \$38,000 to \$42,000 based on experience