



Greater Lafayette Commerce
Job Title: Events and Program Coordinator
Department: Operations
Reports to: Events Director
FLSA Status: Exempt
Job Type: Full-time

Organization Background

Greater Lafayette Commerce serves as a nexus in the Greater Lafayette economy. A nonprofit economic development and chamber of commerce organization serving Tippecanoe County, Indiana, Greater Lafayette Commerce is membership-based and supported by local industries, businesses, governments, and individuals. Its mission, carried out by various councils, is to advance economic and community prosperity and a superior quality of life.

Work Culture

As the leading local organization for community initiatives, growth, and economic development, Greater Lafayette Commerce is a hub of high-profile activities in multiple areas. The staff works under the direction of the president and chief executive officer and with numerous community volunteers. Team members work collaboratively for the good of all, often assisting in areas beyond traditional job responsibilities, with many opportunities for personal and professional growth. The work environment is dynamic, forward-thinking, fast-paced, and goal-oriented.

Personal Attributes

To appropriately meet the needs of the position, the Events and Program Coordinator is expected to:

- Work with and support the Events Director to accomplish projects to completion
- Handle multiple projects simultaneously
- Communicate in a factual, direct, persuasive, and to-the-point style
- Be comfortable meeting new people. Be socially approachable and outgoing
- Maintain a good nature and pleasant demeanor, especially under pressure
- Maintain a high level of energy and positiveness, and instill that in others
- Work harmoniously and cooperatively with coworkers, members, volunteers, and others in the community
- Work in a team-focused manner and environment
- Accomplish tasks independently when needed, take charge when needed, act persuasively, and persevere while maintaining self-discipline, focus, and mental stamina
- Strong organizational skills, attention to detail, and ability to meet deadlines and manage a full calendar
- Maintain a professional appearance, demeanor, and attitude
- Seek improved ways of accomplishing tasks, suggesting enhancements to enhance the event

Position Requirements

- Bachelor's degree
- Adept at modern technology, software, and social media tools.
- Committed to maintaining the highest sensitivity to professional ethics and cultural diversities, treating all people equally and respectfully.

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Responsibilities

This position focuses on Greater Lafayette Commerce's 20-plus annual events and is responsible for logistics, registration and promotion, volunteer management, and team coordination before, during, and after each event.

Responsibilities of the Event and Program Coordinator position include, but are not limited to, these tasks:

- Follow the direction of the Events Director to create a cohesive team environment
- Under the guidance of the Events Director, create event plans and work in advance
- Coordinate with government offices and local businesses on logistics arrangements, which can include street closings, location reservations, furnishings, rentals, sound systems, and coordinating all details with the venue and others
- Provide updates and needed assignments within the team during weekly team meetings
- Demonstrate the ability to work within a budget for each event
- Perform other duties that may be requested
- Support GLC staff with other events as needed
- Work with various event committees to leverage their efforts and progress the events in a forward direction

Events and programs, which fill the calendar year-round, include, but are not limited to:

- Farmers Market – *This could include working the Farmer Market on Saturdays*
- Business Expo
- Golf Outing
- Greater Lafayette Commerce Annual Celebration
- Lafayette-West Lafayette Christmas Parade
- Small Business Saturday
- Restaurant Week
- Manufacturing Week
- Quarterly Development Series
- Rise & Shine Greater Lafayette
- Business Success Platform Event Planning
- Golden Apple Awards
- Diversity Summit
- Greater Lafayette Young Professionals
- Greater Marketing Coalition
- And other events and programs as needed

Greater Lafayette Commerce is an Equal Opportunity Employer
