

POSITION: Event Manager

REPORTS TO: CEO/President

CLASSIFICATION: Non-exempt

PURPOSE: Effectively manage and promote Chamber programs.

OBJECTIVE: The South County Chambers is a regional organization representing businesses in South San Luis Obispo County. The goal of the Chamber is to create a positive business environment that is necessary for the prosperity of our community. The Chamber gets involved in a wide variety of issues, including City/County concerns, housing, jobs, education, development, revitalization projects, state, and federal legislation.

This is an always changing, exciting place to work. South County Chamber is committed to serving the communities in which we live. Our values lie in the south county being a great play to live, work, and play. If you are community oriented, take pride in helping others be successful, see yourself as someone that likes a collaborative team that supports one another, then we would love to hear from you.

The following is a list of major duties and responsibilities for this position along with certain supportive duties. It is not all-inclusive. Other duties and responsibilities as needed and in addition, management, as appropriate, may modify this job description.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide content for event web pages that are informative and promote event attendance.

Contribute to achievement of the Chamber's financial goals by planning and coordinating Chamber programs, events, and activities, including but not limited to:

- Annual Awards Banquet
- 4th of July Fireworks booth
- Monthly Mixers
- Monthly Rise and Shine
- Chamber Luncheons
- Membership 101
- Annual Report
- Ambassador Meetings
- Ribbon Cutting

With the help of the CEO, provide a budget for each event; provide.

Accounting with all revenues/expenditures; and ensure that an "actual to budget" is provided to the Finance Committee, CEO and Board for annual approval.

Plan, prepare, and coordinate event advertising and sales promotion materials with marketing, advertising, and sales personnel.

Manage and track events calendar; provide staff, temporary or otherwise, to ensure a successful event.

Solicit and prepare goods and services required for events.

Assign duties and supervise assignments given to other team members that play supportive roles in the events.

SUPPORTIVE DUTIES:

Provide support to other staff who have projects that require assistance and may be a priority at a given point in time.

KEY PRINCIPLES

- Demonstrate a high level of customer service when collaborating with volunteers and meeting/responding to members.
- Always demonstrate professionalism when representing the organization- dress, behave and work professionally.
- Demonstrate that you are a team member; understand the priorities of the organization, recognize when others need help, and volunteer assistance.
- Treat others with respect.
- Demonstrate a commitment to Chamber's goals and program of work.
- Demonstrate honesty, openness, and trustworthiness.
- Act with integrity: do what you commit to do.
- Keep confidential information confidential.
- Always promote and talk about our organization in a positive manner.
- Demonstrate reliability by coming to work on time on a consistent basis and completing work on time.

COMPETENCIES:

- Communication skills: Clearly present information verbally and in writing; listen well.
- Able to present one on one and in group settings.
- Interaction: communicate with others in a warm and helpful manner while building credibility and rapport.
- Policy and procedures: operate in a manner consistent with existing policies and procedures.
- Creativity: develop unique solutions to problems; use intuition and a new way of thinking to generate new ideas; present information in an attention-getting and interesting manner.
- Decision making/problem solving: Be creative and respectful in problem solving while exhibiting judgment and a realistic understanding of issues; use reason even when dealing with emotional topics.
- Assertiveness: respectfully express opinions and accurately communicate with others regardless of their status or position.
- Initiative: anticipate and look for ways to be helpful and to move the agenda forward.

EDUCATION and/or EXPERIENCE:

Education in event planning. Prefer experience in planning events for a non-profit organization. Experience in preparing event budgets, marketing material and communications Strong organizational skills. Competent computer skills with MS Office, Excel, Power Point and Outlook.

PHYSICAL REQUIREMENTS:

This position requires the incumbent to be able to communicate effectively with volunteers, members, suppliers, media, and others to promote events. Must be able to present information in one-on-one settings and in front of groups. Must be able to use the telephone to communicate as well as use the

computer to research and create materials. Position requires ability to hear, speak and see; must be able to listen to others as well as observe body language. Incumbent must be mobile, able to attend meetings, events at different locations; direct/observe event set up; select decorations; listen to sound systems; check lighting, etc. Must be able to stand for long periods of time, lift 25lbs, and be physically capable of walking several miles during a day.

COMPENSATION:

\$18 - \$22 per hour

HOURS:

20 – 30 per week. Must be flexible. Early mornings, evenings and occasional weekends may be required.