

Events Coordinator
Position Description
Cody Country Chamber of Commerce

March 10, 2023

The Events Coordinator is a full time position and reports to the Chief Executive Officer.

OVERVIEW

The Events Coordinator organizes and coordinates all aspects of Cody Chamber events (with the exception of the Buffalo Bill Art Show and Sale - BBAS)

AREAS OF RESPONSIBILITIES AND TASKS

Coordinate all aspects of Cody Chamber public events. Events currently include:

- Live after 5
- Cody Club
- Morning Mingle
- Cody Cowboy Christmas Parade
- Wild West Arts Fest
- National Parks' Day
- Founders' Day Dinner
- Parks and Pancakes
- Work Ready Boot Camp

Serves as the Chamber of Commerce representative on the following committees:

- Membership Committee
- Ambassador Committee
- Cody Events Committee

This person will be responsible for the successful execution of all Cody Events Committee Events including:

- Pub Crawl
- Horsin' Around Cody
- Trick or Treat
- Cody Cowboy Christmas Stroll

Competencies Include:

The ability to cultivate relationships with Chamber members and solicit sponsorships for events.

Ability to generate relevant final event reports to share with Cody Chamber Board of Directors.

Assist with the Buffalo Bill Art Show and Sale.

Ability to identify and execute additional events that would further the Chamber and our Mission.

EXPERIENCE AND SKILLS

Demonstrable ability to successfully manage and execute community events.

Experience in fundraising and/or sponsorship generation.

Strong organizational skills, leadership ability, creativity, confidence, ability to work under pressure and meet multiple deadlines.

Ability to deal effectively with the public. Very strong communications and “people” skills required including diplomacy, dependability and thoroughness.

Ability to work well in a team environment.

Experience with Microsoft Office and social media tools such as Facebook and Twitter.

All Chamber property shall be delivered to the Chamber in good condition at the end of employment.