



If you like variety, want to use both your creative and analytical skills, and be a part of a fun and active community development team, then consider a career with the Boone County Chamber of Commerce as our Manager of Programming and Events. In this role you will be in charge of program and event development including planning, budgeting, cultivating sponsorships, working with community leaders and volunteers, and ensuring success on event-day. Between your education, skills and ingenuity you'll be responsible for creating and managing small business marketing and advertising opportunities, facilitating member-to-member networking, fostering business-to-education relationships, and developing event partnerships with member organizations. This position also oversees all facets of Pufferbilly Days™, Boone, Iowa's annual street festival and one of Iowa's largest community celebrations. The ideal candidate will possess education and experience in event planning, basic budgeting, financial and sales prospecting skills, desktop publishing, proficiency in curating engaging website (WordPress) and social media content, enjoy working with volunteer groups, and be determined to elevate the success of the Chamber in a way that supports financial objectives and fulfills our mission. AA or Bachelor's degree in Event Planning, Hospitality, Sales, Marketing, or Business Communication desired. Experience and skills commensurate with education will be considered. Salary plus benefits.

Send Resume and CV to: Boone County Chamber of Commerce
Attn: Hiring Manager
903 Story Street
Boone, IA 50036

The Boone County Chamber of Commerce/Convention and Visitors Bureau is located in the heart of downtown Boone, Iowa, approximately 15 minutes from Ames and 40 minutes from the Des Moines metro, and serves the retail, industrial, community, and tourism needs for the county's 26,000 residents and businesses.