

NORTH SHORE CHAMBER OF COMMERCE

Events Manager

Job Role and Summary

The events manager is responsible for the planning and execution of events for the North Shore Chamber of Commerce. The ideal candidate must have a flexible schedule with availability for some early-morning and some evening events. The Chamber hosts monthly morning breakfasts, monthly evening networking events, luncheons and a variety of member focused workshops and forums.

A. Duties and Responsibilities

1. Plan and execute Chamber events, including securing venues, being the point of contact for event details, and attending all events to assist and manage execution.
2. Maintain Chamber Event Calendar, including pre-planning for larger annual events.
3. Assist in event promotion, using creative software to create flyers and social media posts.
4. Represent the Chamber in a professional manner.

B. Skills

1. Must be an excellent communicator, with strong written and verbal skills.
2. Must be proficient in the use of work-related computer programs and applications such as Word, Excel, PowerPoint, Google Docs and database applications.
3. Must have outstanding customer service skills and professional phone manner and business etiquette.
4. Must be able to work independently in a fast-paced environment.
5. Must be able to complete assignments and meet deadlines in a timely manner.
6. Must be extremely well organized and able to juggle multiple projects simultaneously.

C. Qualifications

1. Preferred: Associate's degree in hospitality, business administration or related field.
2. Preferred: Two years of experience in an office setting.
3. Preferred: Familiarity with the North Shore and business community.

D. Schedule and Pay Details.

This part-time, 20 hour-a-week position has a range of pay determined by experience.