

NORTH SHORE CHAMBER OF COMMERCE

Events Manager

Job Role and Summary

The events manager is responsible for planning and executing outstanding events and meetings for the North Shore Chamber of Commerce. The ideal candidate must be outgoing and personable, and find great satisfaction with planning every last detail for memorable, flawless events of all types and sizes.

The event manager must be able to work a flexible schedule to attend early morning, afternoon and some evening functions. The Chamber hosts monthly morning breakfasts and evening after-hours, occasional luncheons, special events such as the annual dinner and golf tournament, Board of Director meetings, and a variety of member-focused forums. We're a busy team, and you'll never be bored!

A. Duties and Responsibilities

- Plan and execute all Chamber events and meetings, including securing venues, acting as the point-of-contact for all details, and attending all events to assist and manage execution.
- Brainstorm and implement event concepts and themes.
- Research and book venues.
- Work with the Chamber's Operations Manager to secure event contracts.
- Organize suppliers, caterers, staff, and entertainment.
- Coordinate all logistical elements of the event, including name tags, table signs, IT needs, raffles, gifts, awards and the like.
- Manage and participate in set-up, tear-down, and clean-up operations.
- Anticipate attendee and staff needs and problem-solve quickly and effectively.
- Assist with event registrations.
- Mingle and engage with guests.
- Assist with event photography.
- Assist in event promotion, using creative design software to create marketing materials and social media posts.
- Develop post-event reports.
- All other duties, as assigned.

B. Skills

- Outstanding customer-service skills, professional phone manner, and business etiquette.
- Excellent communicator, with strong written and verbal skills.
- Excellent organizational skills with the ability to multitask under pressure.
- Strong interpersonal skills.
- Creative, out-of-the-box thinking.
- Ability to plan ahead and anticipate and solve problems.
- Meticulous attention to detail.
- Expert time-management skills.
- Ability to work independently.
- Financial savvy, with the ability to control costs and work within set budgets.

- Proficient in Word, Excel, PowerPoint and Google Docs.

C. Qualifications (Preferred):

- Associate's degree in hospitality, public relations or related field.
- Experience in an office setting.
- Familiarity with the North Shore and its business community.
- Experience in project management with a track record of successful events.

D. Schedule and Pay Details.

The Events Manager will work a flexible schedule, with the opportunity for some hybrid work. Hours will average 15-20 per week. A big event might require 25 hours one week, while a light week might be 10 hours over two or three days. Pay is commensurate with experience, and there's plenty of opportunity for outstanding training, mentorship and professional growth.

The North Shore Chamber of Commerce offers competitive compensation, including a bonus program, and a flexible work schedule with some work-from-home opportunities. The Chamber office is open Monday through Friday, from 9 a.m. to 5 p.m.

The North Shore Chamber of Commerce provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.