

JOB TITLE: Events & Marketing Coordinator
REPORTS TO: Vice President of Business Growth & Talent
POSITION STATUS: Full-time, Non-Exempt
About the job -

The Events and Marketing Coordinator ensures a positive member experience by envisioning, coordinating, and implementing member events with careful consideration of the diverse needs and backgrounds within the membership and community. The Events & Marketing Coordinator is responsible for creating compelling content and marketing events and programs. They are responsible for developing and executing group learning, programs, as well as special events (in-person and virtual).

What you'll do -

Event & Program Coordination

- Demonstrate a passion for production, design, arrangement, and execution of both in-person and virtual events. Assist in developing events that align with the Chamber's brand, vision, and priorities.
- Research and collect data on events through surveys, membership conversations, sponsor feedback, and other avenues to evaluate event success, recommending and instituting modifications as needed.
- Suggest new events and programs as needed to fulfill the needs of our membership.
- Run reports on attendance, revenue, and other pertinent data as requested to inform the future direction of various events.
- Ensure the achievement of event net revenue and attendance goals, as well as revenue collection.
- Annual Events include, but are not limited to: Chamber Annual Meeting, Ag Appreciation Celebration Week & Banquet, Keep the Cheer Here, Ag Tour, Chamber Breakfast, Chamber Open golf tournament, and other industry-specific promotional campaigns. Additional events such as Monthly Luncheons, Chamber A.M., and others as they are developed.

Event/Program Marketing

- Develop content and market special events, collaborating with the Chamber Communications Team to ensure that our members, the community, and the media are aware of Chamber special events.
- Create engaging content and coordinate messaging across multiple platforms, ensuring consistent brand representation.
- Support the development and implementation of creative event and program promotions.
- In partnership with the Communications Team, develop visual storytelling content for social media engagement before, during, and after events.

- Collaborate with the Membership & Finance Department to develop sponsorship packages and materials.
- Programs, Networks, Education & Remote Learning
- Coordinate, schedule, and execute networking and learning sessions.
- Coordinate logistics such as venues, catering, presentations, speakers, and the full member experience. Develop positive and memorable interactions from registration to post-event.

General:

- Develop proficiency in Customer Relationship Management (CRM) software to manage recruitment, registration, invoicing, and payments for events and programs.
- Utilize social media to market programs and events, recruit attendees, and document and share the member experiences created by the Chamber.
- Assist the Chamber Communications Team with social media activities to promote new members and share existing member posts where appropriate.
- Develop and apply an understanding of the Chamber's brand, mission, vision, and priorities to help inform the program of work.
- Perform other duties as assigned to further the mission and vision of the organization.
- Willing and able to work evenings, weekends and/or holidays based on event & program requirements.
- Carefully consider the diverse needs and backgrounds within the membership and community when creating member experiences.
- Communicate effectively both verbally and in writing and demonstrate excellent listening skills.
- Gather the necessary information to make effective and timely decisions.
- Other duties as assigned.

What you need -

- Associate or Bachelor's degree in Marketing, Communications, Business Administration, or related field preferred.
- Curriculum development, logistics, project management, team collaboration, and event planning experience are required.
- Must possess a valid Driver's License and automobile insurance.

What you'll get -

Salary range of \$45k-\$55k annually DOE, generous performance based annual bonus and comprehensive benefits package including: Medical, dental, vision insurance – 75% employer paid premium; life, and long-term disability insurance; Paid Time Off; Flexible spending accounts; paid holidays and floating holidays; 401(k) 3% employer contribution & up to 4% match (must meet eligibility requirements).

Qualified candidates submit a cover letter, three references and resume to hr@billingschamber.com for consideration. Full job description available at time of interview or upon request. EEO.