



Events Planner

The Tacoma-Pierce County Chamber is a strong advocate for improving the economies of Tacoma and Pierce County. We do this by being a nimble non-profit that can respond quickly and effectively to the needs of our members and the community. Our team is built on collaboration, creative problem solving, an entrepreneurial mindset, and superior customer service.

The Tacoma-Pierce County Chamber is seeking to grow our team with a full-time permanent position to plan and execute our events as the Chamber fulfills its mission to make the South Sound the best to do business in Washington State. The Chamber's Events Planner must be enthusiastic about event planning from conception to completion.

The Events Planner will work 40 hours per week in coordination with the President & CEO and other team members to implement programs and priorities laid out by the Chamber's CEO and the Board of Directors. This includes planning and execution of roughly 140 events per year with a combined budget of over \$500,000.

Candidate Necessities

- Ability to manage vendor relationships and budgets.
- Experience collaborating with team members, volunteers, vendors and outside interests.
- Time management and prioritization skills with ability to prioritize multiple projects and meet multiple deadlines.
- Self-starter, highly motivated and ability to work both independently and as part of a team.

Essential duties include

- Manage reoccurring Chamber events.
- Lead planning committees to develop and execute signature Chamber events.
- Serve as a liaison with vendors and guests on event related matters.
- Manage on-site preparation, production and clean-up for events as necessary.
- Coordinate with Communications group regarding marketing, graphics and publication needs.
- Compile data on events regarding attendance, satisfaction, financials, etc.
- Propose new ideas to improve the event planning and implementation process.
- Ensure compliance with insurance, legal, health and safety obligations.

License/Certifications/Special Requirements

Bachelor's Degree preferred.

Driver's License, auto insurance, and personal vehicle required.

Proficient with MS Office Suite, databases, and email marketing software.

Compensation

\$40,000-\$44,000/yr, 40 hours per week

Benefits

This position also includes an array of benefits including an ORCA transit pass, 401(k), dental insurance, paid time off, paid holidays, short-term disability, AD&D and eligibility for the Live Downtown Program. Employees have access to voluntary plans from both Aflac and Colonial Life.

Conditions of Work

While the typical work day should be anticipated as 8am – 5pm, Monday through Friday, due to occasional early morning or late evening commitments some flexibility is necessary. Generally office or professional environment; frequent travel in Tacoma, limited travel within the South Sound.

The position is full-time exempt.

This job posting is not an employment agreement of contract. Management has the exclusive right to alter this job description without notice. The statements contained herein should not be considered all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas as needed to meet the needs of the organization.

It is the policy of the Tacoma-Pierce County Chamber that employment decisions are based on merit, qualifications, and competence. Employment practices will not be influenced or affected by virtue of an applicant's or employee's race; religion; color; national origin; age; sex; genetic information; the presence of a sensory, physical, or mental disability; marital status; military status; sexual orientation; gender identity; actual or perceived victims of domestic violence, sexual assault, or stalking; or on any other basis protected by federal, state, or local law. This policy governs all aspects of employment, evaluation, promotion, assignment, discharge, and other terms and conditions of employment.

The Tacoma-Pierce County Chamber encourages people from diverse backgrounds to apply.

Please email the following pieces of materials to Kathi Serna, Executive Assistant @ HR@tacomachamber.org by January 10, 2019. Position will be open until filled.

- Cover letter explaining how you learned of the position and reason of interest
- Resume highlighting relevant education, experience, knowledge, skills and abilities
- Three professional references
- Writing sample

Learn more about the Chamber by visiting www.tacomachamber.org