

TROY

CHAMBER *of*
COMMERCE

The Troy Area Chamber of Commerce is seeking an experienced professional to serve as Event Manager. The Event Manager will be responsible for planning and executing Chamber events and programs including the Troy Strawberry Festival, monthly networking events, membership luncheons, internal meetings and annual signature events. The person will also contribute to increasing and retaining membership within the organization.

The Troy Area Chamber of Commerce is a non-profit supporting the businesses in the greater Troy, Ohio area.

Applicants should submit a cover letter and resume by email to troyohcc@gmail.com by January 26th.

Event Manager

Reports to: Executive Director

F.S.L.A. Non-exempt

Hours per Week: Full Time, 40 hours

Salary Range: \$14.00-\$16.00 per hour (\$29,120 – \$33,280 annually)

Position Summary: The Troy Area Chamber of Commerce is seeking an experienced professional to serve as Event Manager. The Event Manager will be responsible for planning and executing Chamber events and programs including the Troy Strawberry Festival, monthly networking events, membership luncheons, internal meetings and annual signature events. The person will also contribute to increasing and retaining membership within the organization.

Responsibilities

- Serve as the main staff contact for monthly events including Networking Socials, Membership Luncheons, and Annual Signature Events including Annual Dinner, Golf Outing, Steak Fry & Auction, and Recognition Dinner.
- Manage Chamber programs and attend events as needed, some of which are outside of normal working hours (may include early mornings, nights and some weekends)
- Responsible for all aspects of event logistics including: securing venue and speakers, menu selection, volunteer coordination, set up/breakdown of events, management of registration and other duties
- Meet with chamber and community members to secure sponsorships for events
- Create new events and programs to generate new revenue for the Chamber
- Assist Executive Director in preparation of event budgets, work to exceed revenue goals, and remain with-in budget for event expenses
- Manage and serve as staff liaison for Member Event Committees
- Prepare a written report of events each month for Chamber board meetings
- Supervise interns as appropriate

General Office Duties:

- Responsible for communication with Chamber members that contact the office via phone, personal visit or website, and assisting the member with their needs
- Maintains files, assists in answering phones, and greets walk-in customers as needed for efficient functioning of office and good customer service
- Supports other staff members as needed

- Works with all Chamber staff members and volunteers to promote the Chamber in a positive and professional way
- Other duties as assigned by the Executive Director

Qualifications

Education/Experience:

- Bachelor's Degree preferred
- Prior experience in event management required
- Knowledge of the Troy community a plus
- Must love people!
- Must be self-motivated and able to perform job functions with minimal supervision
- Ability to multi-task and work in a fast-paced environment

Technical:

- Marketing skills to promote event participation
- Proficient knowledge of computer systems, specifically MS Office products, Google Suite
- Outstanding public speaking and presentation skills
- Outstanding time management skills
- Proficient with Social Media platforms such as Facebook, Instagram, and Twitter
- Ability to communicate - verbal, non-verbal and listening skills with volunteers, members, peers and co-workers
- Detail oriented
- Must conduct yourself in a professional manner at all times
- Must be able to work with a flexible schedule including early mornings, nights and weekends

Physical Requirements:

- Some lifting and carrying
- Requirement generally occurring in an office environment, including but not limited to: keyboarding, file retrieval and communicating (verbal and written)