

Greater Lafayette Commerce

Position: Tippy Connect and Quality of Life Coordinator

A nonprofit economic development and chamber of commerce organization serving Tippecanoe County, Indiana, Greater Lafayette Commerce is membership-based and supported by local industries, businesses, governments, and individuals. Its mission, carried out by various councils, is to advance economic and community prosperity and a superior quality of life.

Work Culture

As the leading local organization for community initiatives, growth, and economic development, Greater Lafayette Commerce is a hub of high-profile activities in multiple areas. The staff works under the direction of a president and chief executive officer and with numerous community volunteers. Team members work collaboratively for the good of all, often assisting in areas beyond traditional job responsibilities, with many opportunities for personal and professional growth. The work environment is dynamic, forward-thinking, fast-paced and goal-oriented.

Personal Attributes

To appropriately meet the needs of the position, the events program manager is expected to:

- Determine the best approach and execute projects to completion.
- Handle multiple projects simultaneously.
- Communicate in a factual, direct, persuasive and to-the-point style.
- Be comfortable meeting new people.
- Maintain a high level of energy and positiveness, even instilling that in others.
- Be socially approachable and extremely outgoing.
- Handle pressure, interruptions, and change.
- Work harmoniously and cooperatively with co-workers, members, volunteers, and others in the community.
- Accomplish tasks independently, take charge when needed, act persuasively and persevere while maintaining self-discipline, focus and mental stamina.
- Redefine organization, attention to detail and keeping track of a full calendar.
- Work in a team-focused manner and environment.
- Meet deadlines.
- Maintain a good nature and pleasant demeanor, especially under pressure.

Position Requirements

- Bachelor's degree
- Recent College Graduates are encouraged to apply.
- Excellent organizational and detail management skills.
- Ability to work well with people and enjoy coordinating volunteers.
- Professional appearance, demeanor, and attitude.
- Adept at modern technology, software, and social media tools.
- Committed to maintaining the highest sensitivity to professional ethics and cultural diversities, treating all people equally and respectfully.

- Visionary skills in looking and planning far in advance, seeking improved ways to do things, suggesting enhancements to improve the organization.

Responsibilities

- Primary Items
- Growing Membership in Tippy Connect by Young Professionals
- Business After Hours, and other fun activities for Tippy Connect
- Lunch and Learn Events
- Coordinating Signature Professional Development Events for TippyConnect
- Membership Newsletter Articles and new Member welcome
- Coordinating the Activities of the Quality of Life Council

Other Responsibilities

- Be an advocate for the mission and vision of Greater Lafayette Commerce
- Collaborate with the Events Team to create engagement opportunities and sell attendance at events.
- Collaborate with the Development Director to identify potential sponsorship dollars through relationship building.
- Collaborate with council chairs to lead taskforce initiatives.
- Collaborate with the Marketing Director to ensure brand consistency.
- Report to the Vice President of Chamber & Quality of Life.