



# Event Coordinator

## Virginia Peninsula Chamber of Commerce Job Description

The Virginia Peninsula Chamber of Commerce has an opening for a full-time position of event coordination. The Chamber is a not-for-profit, membership-driven organization comprised of nearly 700 business and public organizations and another 500 public affiliates. Its mission is to “Connect Business with Opportunity” through Facilitation, Advocacy, Communication and Education.

The position is responsible for coordinating the logistics for all events for the Virginia Peninsula Chamber of Commerce. This position reports directly to the Executive Vice President.

Event Planning, coordinate food, beverage, audiovisual equipment, event signs, and décor (florals, linens, color schemes, etc.) Conduct research, make site visits, and find resources to help management make decisions concerning individual events. Create and revise room layouts for each event, as necessary. Serve as liaison with vendors on event-related matters. Assist with managing on-site production and clean-up for events, as necessary. Secure sponsorships, sell tickets and generate revenue to achieve and exceed budgeted projections. Moderate event programs, when necessary, providing introductions, recognition, acknowledgements and event updates. Anticipate project needs, define priorities, and meet deadlines with minimal supervision, and be willing to work occasional early mornings, evenings and weekends.

Event Administration: Review budgets and provide periodic progress reports to management for each event. Keep track of event finances including check requests, invoicing, and reporting. Coordinate and monitor event timelines and ensure deadlines are met. Prepare nametags, materials, notebooks, packages, gift bags, registration lists, seating cards, etc. Create Certificates of Recognition/Appreciation for all new businesses who have a ribbon cutting or Chamber members that host a Coffee Connection or Business Connection After Hours. Coordinate with sponsors to ensure that sponsorship requirements are met: sponsor logos, ads, and table guest for each event. Update Membership software with each event to reflect status or registered guest. Send out invitations and manage RSVP list. Close out and reconcile all events as required. Answer incoming calls, assist with walk-in traffic and other office duties, as necessary.

Qualifications: Excellent oral and written communication skills, including proof reading skills, PowerPoint presentation development and public speaking. Ability to coordinate multiple projects and work assignments. Excellent interpersonal skills both in person and by phone, displaying a high standard of professionalism. Ability to accomplish projects with minimum supervision. At least 1-year experience coordinating special events. Proficient using the latest versions of Microsoft Word, Excel, PowerPoint, Access, and mail merges; email and web searches.

Please submit cover letter and resume to [sjohnson@vpcc.org](mailto:sjohnson@vpcc.org) or mail to Virginia Peninsula Chamber of Commerce | Attn: Suzy Johnson, Executive Vice President | 21 Enterprise Parkway, Suite 100 | Hampton, VA 23666.

**NO PHONE CALLS PLEASE**

**DEADLINE: November 15, 2018**

**Contact Information:**

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