**Hinckley Area Chamber of Event Coordinator Duties**

**Job Title:** Chamber Event Coordinator  
**Reports to:** Chamber Board of Directors  
**FLSA:** contract position  
**Date:** September 2018

**Responsibilities**

Support community and chamber events and chamber businesses.

Act as spokesperson and liaison for the chamber per directions of the Board of Directors.

Maintain professional and objective behavior with members and the public.

Participate in event planning.

**Qualifications**

Strong verbal and written communication skills

Strong organizational and multitasking skills

Working knowledge of Microsoft office programs

Marketing/business skills – preferred

Degree in related field - preferred

Graphic design ability – preferred

**Event Coordinator Duties**

**10% of Time**

Responsible for putting together agenda and writing minutes for event meetings. Event planning meetings should be kept under one hour per meeting. Updates can be shared via email. Committees members could head up one aspect of the event and report to the whole how it is going. i.e. CCC is crafters, food, kiddie parade, side walk chalk, button prizes, parade, decorating, softball tournament, talent contest/show, and probably more. It needs to be individually broken up.

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**50% of Time**

Coordinate or oversee chamber events. Manage paperwork and maintain communication with committee members, director and Board. Create worksheet for each event to include division of duties, items needed and timeline for completion and status update.

**40% of Time**

Work at actual chamber event. Be the go-to person for information including set-up and communicating with the committee. There is a lot of background work that goes into this to make it go seamlessly. Often times for the smaller