



Special Events and Programs Coordinator

Full-Time

The Special Events and Programs Coordinator manages and ensures execution of the organization's events. OneZone Chamber has over 100 events a year including signature events such as Taste of the Chamber, OneZone Chamber Classic Golf Outing, Business Expo & Food Forum, and Annual Awards. This position works with multiple departments on event promotion.

Duties and Responsibilities

- Oversees reservations for all events.
- Maintains documents related to signature and monthly event programming.
- Manages events database (MemberClicks) and creates each event in our database.
- Serves as staff liaison for Golf Committee, Awards Committee, and Young Professionals.
- Provide feedback and quarterly event reports.
- Conduct pre- and post - event evaluations and report on outcomes.
- Researching and booking venues.
- Organizing suppliers, caterers, staff, and entertainment.
- Coordinating all logistical elements of the event.
- Managing set-up, tear-down, and clean-up operations.
- Anticipating attendee needs and preparing against potential risks.

Knowledge and Skills:

- Must have experience in data base programs, CRM, or MemberClicks.
- Ability to work under pressure and deadlines.
- Excellent written and oral communication skills.
- Customer Service experience preferred.
- Ability to work in a team environment and across positions to achieve organizational goals.
- Proficiency in Microsoft Excel, Word, and PowerPoint.
- Working knowledge of OneZone Chamber of Commerce and the community.

Please submit your resume and references to cheryl@onezonecommerce.com