

## Job Description

**Job Title:** Coordinator, Events  
**FLSA:** Non-Exempt  
**Date:** May 2026

### Job Summary:

Responsible for coordinating and supporting Chamber events, including logistics, registrations, communications, and onsite execution to ensure successful member and community engagement.

### Essential Duties and Responsibilities:

- Assist with planning, coordination, onsite execution, setup, troubleshooting, and breakdown of Chamber events and programs as needed.
- Serve as an on-site point of contact for event questions, operational needs, and attendee support during events.
- Provide high-level customer service to Chamber members, sponsors, vendors, and event attendees.
- Collaborate cross-functionally with internal departments to support Chamber events, programs, communications, and organizational initiatives.
- Receive, process, and manage event registrations and attendee information accurately and efficiently.
- Assist with the creation and distribution of event e-blasts, promotional communications, and event webpage updates.
- Maintain attendance records, registration reports, and post-event tracking documentation.
- Support event logistics including venue coordination, signage, vendor communication, and onsite event operations.
- Ensure purchase orders (POs), trade usage agreements, invoices, and event-related documentation are completed and maintained properly.
- Coordinate with staff, volunteers, sponsors, vendors, and community partners to support successful event execution.
- Provide administrative and operational support for Chamber events, programs, and initiatives.
- Assist with transporting, organizing, and setting up event materials and supplies as needed.
- Maintain professionalism, flexibility, and responsiveness in a fast-paced environment.
- Ability to work occasional early mornings and evenings based on event schedules.

*The above cited duties and responsibilities describe the general nature and level of work performed by people assigned to the job. They are not intended to be an exhaustive list of all the duties and responsibilities that an incumbent may be expected or asked to perform.*

## Job Description

### Education and Experience Requirements:

- 2+ years of related experience preferred.

### Knowledge/Skills/Abilities:

- Strong interpersonal skills with the ability to work effectively with internal and external stakeholders, members, vendors, and community partners.
- Excellent verbal and written communication skills.
- Ability to build and maintain collaborative working relationships across all levels of the organization.
- Strong organizational, problem-solving, and follow-through skills with the ability to make informed decisions and complete tasks efficiently.
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment.
- Proactive, adaptable, and self-directed with strong attention to detail.
- Proficiency in Microsoft Office Suite.
- Ability to work independently with minimal supervision while contributing effectively as part of a team.
- Strong customer service skills and commitment to professionalism.
- Ability to maintain confidentiality and handle sensitive information appropriately.

<b>Skill Requirements: (X = Required for job)</b>			
X	Utilize internet web sites/functions	X	Public speaking/group presentations
X	Utilize word processing software	X	Reasoning and logic
X	Utilize spreadsheet software		Leadership and supervisory
X	Utilize database software	X	Retrieve and compile information
X	Typing/computer keyboard	X	Maintain records/logs
X	Analyze and interpret information	X	Verify data and information
X	Ability to communicate verbally	X	Ability to prepare written communications
X	Operate office equipment, fax, phone, calculator, etc.	X	Basic mathematical concepts (add, subtract, multiply, divide)
X	Investigate, evaluate and recommend action	X	Advanced mathematical concepts (fractions, decimals, rations, percentages, graphs)
X	Organize and prioritize information/tasks	X	Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics)
<b>Physical Requirements: (X = Required for job)</b>			
X	Sitting for extended periods	X	Lifting up to 20 pounds of office supplies/equipment
X	Extended periods viewing computer screen	X	Carrying up to 20 pounds of office supplies/equipment
X	Walking	X	Pushing/Pulling
X	Reading	X	Bending/Stooping
X	Standing	X	Reaching
X	Writing	X	Grasping
X	Hearing	X	Repetitive Motions
<b>Hazards: (X = Required for job)</b>			
X	Normal office environment		Electrical current
	Toxic or caustic chemicals		Housekeeping and/or cleaning agents
	Flammable, explosive gases		Proximity to moving mechanical parts