

WACONIA CHAMBER OF COMMERCE

JOB DESCRIPTION

JOB TITLE: Communications & Event Coordinator

FLSA STATUS: Non-Exempt

HOURS WORKED: 8:00 a.m. to 4:30 p.m., M - F, 40 hours per week

DEFINITION:

The main purpose of this job is to provide organizational support to the President and committees of the Waconia Chamber of Commerce and Visitor's Bureau with an emphasis on communications, events, and administration.

SUPERVISION RECEIVED:

Works under the general supervision of the President.

SUPERVISORY FUNCTIONS:

None.

EQUIPMENT/JOB LOCATION:

Works from the Waconia Chamber of Commerce office location. Equipment used includes, but is not limited to, personal computer, printer, and payment processing equipment.

ESSENTIAL FUNCTIONS OF THE JOB:

The essential functions of the position include, but are not necessarily limited to, the following job duties:

- Communication Management
- Event Coordinator
- Community Liaison
- Networking Facilitator
- Transcription
- Calendar Coordinator
- Fact Finder
- Graphic Design
- Problem Solving
- Registering members for events such as monthly membership luncheons.

- Promote membership growth.
- Coordinate events such as Nickle Dickle Day Arts & Craft Show and other Chamber events.
- Answer phones and direct calls.
- Record participant information for Chamber events.
- Make decisions on where and how to advertise Chamber events.
- Create weekly and monthly communication pieces, including member information.
- Outline Chamber events for participants.
- Encourage businesses to participate in Chamber events.
- Communicate benefits of chamber membership to non-members.
- Create signage, brochures or flyers.
- Direct volunteers in the office and at events.
- Lead meetings in the absence of the President.
- Distribute information.
- Prepare and execution of event budgets.
- Prepare and execution of Chamber events.
- Calculate budget expense.
- Basic accounting principles.
- Update Chamber databases.
- Use e-mail with frequency.
- Communicate frequently with Chamber members and members of public.
- Attend industry meetings and conferences.
- Track down information needed by callers.
- Determine what information needs to be shared, when, and how.
- Communicate and make regular contact with entire retail and hospitality community, city staff, county staff, elected officials, Minnesota Chamber of Commerce and Explore Minnesota Tourism.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY:

- Good communication skills, both written and verbal.
- Positive attitude.
- Mid to high level proficiency with MS Office.
- Mid to high level experience in desktop publishing.
- Entry to mid-level understanding of Customer Relations Management software such as ChamberMaster/Growth Zone.
- Entry level proficiency in QuickBooks is a plus.
- Ability to communicate effectively in English, both in oral and written formats.
- Ability to work well in a fast-paced environment.
- Possession of effective problem solving and analytical skills.
- Ability to concentrate and use reasoning and good judgment.
- Ability to establish and achieve priorities in the work environment.
- Must be able to socially, physically, and mentally perform all essential functions of the position in the working conditions described above.
- Ability to recognize and comply with appropriate task deadlines.

- Ability to work both independently and in a team setting, as deemed by assignment.
- Ability to create, proofread, and edit documents.
- Working knowledge of modern office practices, procedures, and equipment, including use of computers.
- Considerable ability to maintain accurate records.
- Considerable ability to type and enter data with speed and accuracy.
- Possession of analytical skills.
- Possession of memory skills.
- Knowledge of chamber of commerce operations, computer programs, etc.
- Ability to frequently and effectively communicate with chamber members.
- Ability to use independent judgment effectively.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sit for extended periods of time.
- To have hand and arm (or equivalent) dexterity adequate to allow for extensive use of a keyboard for data entry.
- To talk and hear with enough proficiency to allow for communicating with members and the public by phone or in person.
- To have adequate vision to accommodate frequent viewing of computer screens.
- The employee must frequently lift and/ or move up to fifty (50) pounds.
- The noise level is usually moderate.

MINIMUM QUALIFICATIONS:

- High school graduate or GED equivalent.
- Practices a strong work ethic.
- Possesses qualities such as productivity, dependability, resourcefulness, efficiency, and professionalism.
- Previous Professional and Customer Service experience is a plus.

NON-DISCRIMINATION POLICY:

The Waconia Chamber of Commerce and Visitor's Bureau will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, familial status, genetic information, sex, disability, age, marital status, sexual orientation, status with regard to public assistance, or any other protected class status.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the Waconia Chamber of Commerce and requirements of the position change. The Waconia Chamber of Commerce reserves the right to change and/or eliminate any and all job duties as necessary. This position is subject to state drug and alcohol testing and a background check.)