

TITLE: **Event Coordinator**

REPORTS TO: Director of Member Relations

PURPOSE: This position coordinates many of the event activities for the Chamber of Commerce membership. He/she is responsible for organizing a successful event that meets member servicing goals and remains in budget

RESPONSIBILITIES:

Schedule, plan, communicate and coordinate the following periodic tasks:

- Ribbon cuttings
- Leadership San Angelo

Schedule, plan, communicate and coordinate the following Membership Events monthly:

- Chamber Membership Luncheon
- Chamber Business @ Happy Hour
- Business Brown Bag
- Member Orientations (bi-monthly)

Schedule, plan, communicate and coordinate the following Annual Events:

- Annual Banquet
- Business Expo and Silent Auction
- College Goal Week
- Friendship Golf Tournament
- Goodfellow Appreciation Picnic
- Leadership San Angelo
- West Texas Legislative Summit

Oversee the Concho Cadre - Schedule, plan, communicate and coordinate the following Concho Cadre activities:

- Monthly Cadre luncheons.
- Work with the Cadre President to plan and implement the annual awards dinner.
- Solicit volunteers to support Chamber functions (i.e. luncheon greeters, Business @ Happy Hour greeters, special event assistance etc.)
- Track points, attendance, sign up, and communications.

Daily Servicing of Chamber Members

- Field member phone calls / answer questions
- Sign up new members and explain benefits to potential members
- Assist with bulk mailing services for members as needed.

Works closely with:

President

VP of Member Relations

Director of Operations

Director of Communications

Receptionist

Chief Financial Officer

Concho Cadre Board and Members