

## **Director of Events / Programs**

### **Edinburg Chamber of Commerce**

**Position:** The Director of Events is responsible for supporting the planning and execution of all Chamber events. This position will serve as a support role on all event logistics, vendor management, production and end-to-end event planning and execution. The Chamber's portfolio of events highlights our year-round work and impact in the region and include fundraising events, community centric events, luncheons and engagement events.

The Director of Events/ Programs should have a passion for designing creative and engaging event experiences that exceed the expectations of our participants and sponsors; strong project management and attention to detail; enjoy a team environment and collaboration with a broad spectrum of internal and external partners.

#### **Reports to:**

Executive Director

#### **Project Management:**

- Support the organization and execution of assigned Chamber event logistics
- Develop and implement plans and production schedules for events
- Work with department heads and managers to deliver events that exceed the Chamber standards;
- Responsible for tracking event revenue and expenses
- Responsible for researching and communicating with vendors, including venues, hotels, airlines, production, décor and suppliers;
- Establish staffing requirements and overall support for events and help manage part-time event staff and volunteers
- Assists in the development of marketing and promotional plans and materials
- Support with sponsor activation and deliverables
- Assist in the planning, development, promotion, and executing of various events, programs and fundraisers (such as Annual Banquet, Fiesta Edinburg, Texas Cook'Em, Night of Lights, Business Expo, educational seminars, etc.)
- Maintain and advance the positive, professional atmosphere of the Chamber office

#### **Administrative:**

- Sponsorship invoicing and data entry
- Managing event registration process including entering registrations, name tags, managing check-in process
- Manage event supply inventory
- Manage both the internal and external events calendar
- Respond to all event inquiries in a timely manner

#### **General:**

- Demonstrates a commitment to the Chamber mission in all work produced
- Serves in an events consultancy and support capacity for other Chamber departments as assigned
- Performs other duties as assigned

#### **Job Qualifications:**

- Minimum Two (2) years of experience in the event industry

- Excellent verbal and written communication skills
- Strong event technology skills (Zoom, virtual event platforms, production etc.)
- Seek out innovative, creative and modern ways to represent the Chamber brand and impact
- Flexible, creative problem-solver with positive demeanor
- Self-motivated, organized and detail-oriented is a must
- Proven to provide excellent customer service and be a team player
- Working knowledge of Microsoft Office suite programs – Excel, Word, PowerPoint and Outlook
- Ability to juggle multiple projects under deadlines
- Valid driver's license, use of dependable vehicle and good driving record
- Ability to work nights and weekends as needed for special events
- Ability to work harmoniously and effectively with coworkers, board of directors and members, while maintaining a positive, can-do attitude
- Ability to work, grow and flourish in a creative, fun team environment

### **Education:**

Bachelor's Degree from an accredited college or university in business administration, marketing, public relations, related field are preferred and/or years of experience. High School Diploma minimum.

### **Physical Demands:**

The job has moderate hazards and physical demands are low to moderate. Duties involve considerable bending, lifting, carrying, or walking and/or using equal to lifting 25 – 50 pounds.

### **Work Environment**

Majority of duties will be performed in and from the Chamber's office during regular business hours. Some travel and work off-site will be required as well as occasional work on evenings, weekends, and/or holidays. Festival work will be at an off-site location.

### **Compensation and Employee Benefits**

This is a Full-time salaried position. Salary is commensurate based on experience. The Chamber offers excellent benefits including paid holidays, vacation/ sick leave, health, dental, life and disability insurance, retirement system and optional deferred compensation programs.

### **Disclaimer**

This job description summarizes essential job functions and minimum job requirements for typical work and duties customarily assigned with this position. However, this job description does not represent every aspect of the job. Job descriptions are subject to periodic updates and modification by the Edinburg Chamber of Commerce Board of Directors. The Edinburg Chamber of Commerce is an Equal Employment Opportunity employer. Employment offers are made on the basis of qualifications, and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

### **Application Process:**

All applicants should submit the following items:

1. A completed Edinburg Chamber of Commerce Application of Employment
2. A current resume of professional experience.
3. A list of three references, with contact information, that reflects the stature of this position.