

**BRYAN-COLLEGE STATION CHAMBER OF COMMERCE**

**Job Description**

**JOB TITLE:** Events Coordinator **PAGE: 1 of 2**  
**REPORTS TO:** Manager of Community Enhancement  
**FULL-TIME:**   X   **PART-TIME:** \_\_\_\_\_  
**EXEMPT:**   X   **NON-EXEMPT:** \_\_\_\_\_

**SALARY RANGE:** \$24,000.00 to \$30,000 based upon experience

**JOB SUMMARY:**

Coordinates and supports assigned events and activities of the Bryan/College Station Chamber of Commerce. Provides staff support to all volunteer committees that are responsible for the success of Chamber events and activities. Provides assistance to other Chamber departments as required.

**ESSENTIAL JOB FUNCTIONS:**

Coordinates assigned events and programs of the Chamber of Commerce. Works closely with each responsible division vice chairman and the various committee chairs and committee members to ensure the successful accomplishment of the budgets and goals for each event and program.

Assigned events and programs include, but are not limited to, the following:

- Economic Outlook Conference
- Crawfish Boil
- Epicurean Extravaganza
- Agribusiness Breakfast
- Job Fair
- Ladies Nite
- Lobsterfest
- Youth-to-career Fair
- Annual Banquet

Recruits committee Chairs and volunteers for the assigned events and programs

Coordinates volunteers for each event and program.

Insures that each event, program and or committee operates within approved budget guidelines.

Responsible for the overall success of each event and program by, among other things, insuring that:

- event sponsors are recruited
- booths, if any, are sold
- public tickets, if any, are sold
- each event and program is publicly promoted

Attends all committee meetings related to the assigned events and programs and insures that all clerical work, such as correspondence, meeting notices, minutes, invitations, etc., associated with the assigned committees, and any subcommittee that may be established, is completed in a timely and accurate manner.

**OTHER JOB FUNCTIONS:**

Provides monthly reports to the manager of community enhancement and assists as required in reporting to the Board of Directors and the President/CEO.

Operates a personal computer (and is familiar with it's network system), copy machine, fax machine, postage meter, telephones, and other job related office equipment.

Provides assistance to all managers and staff as necessary; attends chamber functions as required with a positive attitude; serves as an ambassador for the Chamber in our community at all times.

Performs such other duties that may be assigned by the Manager of Community Enhancement or President/CEO.

**APPROXIMATE ANNUAL BUDGET:** \$90,000.00 (net)

**NUMBER OF EMPLOYEES SUPERVISED:** 0

**PHYSICAL REQUIREMENTS:**

Standing, sitting, walking, lifting, carrying, pushing/pulling, reaching, handling, kneeling, crouching, bending, twisting, climbing, seeing, hearing, and talking as related to performing standard office duties; strength demand: light.

**REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES:**

Degree from an accredited university in business or a related field of study (related experience may be substituted for up to four years education, on a year-for-year basis); valid Texas driver's license and a personal auto.

**EXPERIENCE, TRAINING, KNOWLEDGE, and SKILLS:**

The individual who holds this position must: be able to effectively coordinating events and programs, have superb organizational skills; be able to effectively communicate, both in writing and orally; have the ability to relate to general public; have good coordination skills; work independently; be self-motivated; be resourceful, creative, versatile, and have initiative and ingenuity; have a good working knowledge of personal computers and related software; be knowledgeable of Chamber duties and responsibilities (specific knowledge of Bryan/College Station preferred); have experience in business writing and budgeting for a non-profit organization; possess effective time-management skills; maintain a professional appearance; have the ability to exercise good judgment and work within the procedures established by the Chamber.

*To Apply, email your resume with a cover letter to [dena@bcschamber.org](mailto:dena@bcschamber.org)*