



Position: Full-Time Events and Marketing Coordinator

Reports To: The President of the Chamber

Summary: The Events and Marketing Coordinator is responsible for the management and coordinating of all events in the Chamber. Additionally, this position is responsible for the development and implementation of the marketing and public relations plans and the maintenance of the website for the Chamber. This position develops sponsorship/trade/business arrangements and relationships with businesses, individuals and organizations interested in supporting the West St. Louis County Chamber of Commerce events and activities. This position will work in coordination on other projects as assigned with the President, other office staff and volunteers in attracting funding for the Chamber.

Qualifications:

A minimum of 2 to 4 years experience in a paid special events, marketing and website management position preferred. Evidence of successful event, sponsorship, marketing, public relations, website and business development/relationship programs required. Residency in West County preferred.

Education:

Graduation from a 4-year college or university required. A 2-year degree with a minimum 3 years related work experience, preferably with a nonprofit organization, may substitute. Event, communication, marketing and/or public relations experience desirable.

Job Description:

- Planning, implementation and follow-up for all special events and annual receptions
- Call on current chamber members to share event details and opportunities
- Responsible for the development and fulfillment of the events and marketing budgets
- Manage annual special events, to include soliciting sponsors, determining goals, planning and facilitating event activities
- Solicit silent auction items and arrange baskets for event
- Generates cold calls by actively seeking event donations and following up appropriately
- Collect fees for event sponsorships

An Equal Employment Opportunity Employer: The Chamber is an equal opportunity employer and candidates are considered without regard to age, religion, sex, race, sexual orientation, national origin, or disability.

- Achieves budgeted revenue goals
- Develop innovative and creative media content across social media platforms
- Maintains knowledge of goals, objectives, features and services of the Chamber
- Write, submit and follow-up to ensure placement on press releases and stories to established contacts with local and regional media
- Attend Chamber functions to promote event
- Stays informed about member benefits, chamber events and functions
- Attends membership meetings and improves and enriches selling skills and techniques

Knowledge, Skills, Abilities:

- Strong communication and problem-solving skills
- Self-starter with a professional appearance
- Some previous sales and event experience
- Proficient in and around Social Media (Twitter, FaceBook, Instagram, YouTube, etc.)
- Computer skills, MS Office, Publisher, and Excel proficiency
- Ability to work with and manage volunteer teams and leaders
- Track record in fund raising and corporate sponsorship development
- Strong organizational skills
- Ability to work with little supervision
- Highly developed verbal and written communication skills
- Ability to prospect/cold-call new businesses and sell major accounts
- Actively support and participate in chamber functions
- Proactively handle any issues that may arise and troubleshoot any problems on the day of event
- All other duties as assigned

Requirements:

- Ability to lift/move objects less than 30 lbs
- Ability to stand for periods of times (~3 hours)
- Must have/maintain a dependable car with valid insurance and driver's license

Send resumes to Lori A. Kelling at lkelling@westcountychamber.com or mail to 15965 Manchester Road, Suite 102 Ellisville, MO 63011

An Equal Employment Opportunity Employer: The Chamber is an equal opportunity employer and candidates are considered without regard to age, religion, sex, race, sexual orientation, national origin, or disability.