



JOB TITLE: EVENTS + PROGRAMS DIRECTOR

Summary: Directs the daily operation of membership programs and events. Assist in managing the successful operation and growth of the Clermont Chamber of Commerce by developing and delivering quality and professional programs of work to accomplish the Chamber's major initiatives. Advocate for and promote the Chamber in day-to-day work and in interactions with members, stakeholders, and the community, assist with relationship building, and be accountable for performance and effective resource utilization.

PRIMARY WORK ACTIVITIES:

- Develop and deliver professional, creative, and quality events and programming
- Form and maintain working partnerships with local venues and vendors
- Work closely with volunteer committee chairs to ensure that committees operate within the scope of committee charter, are productive and produce results that meet goals
- Develop and monitor events budget and ensure operation within budget
- Provide quality customer service
- Develop relationships for the Chamber, connecting members and enhancing retention
- Assist President and other members of the staff team as needed
- Represent the Chamber on various community initiatives

ESSENTIAL JOB COMPETENCIES:

- Analytic ability
- Decision-making accuracy and efficiency
- Disciplined in crafting communications
- Inspires accountability and teamwork
- Practical thinking
- Project approach
- Pride in representing one's company

ESSENTIAL JOB SKILLS:

- Project management
- Critical thinking
- Time management
- Complex problem solving
- Judgment and decision making
- Effective Communication
- Active learning

EDUCATION AND/OR EXPERIENCE:

May require a bachelor's degree in area of specialty or 5+ years of experience in the event programs management field or in a related area.

Please email resume to chamber@clermontchamber.com

DEADLINE: Nov 1, 2021