



## **DIRECTOR OF EVENTS & PROGRAMS**

### **Job Description**

**ORGANIZATION NAME:** The Greater Chapin Chamber Of Commerce

**ABOUT OUR ORGANIZATION:**

**OUR MISSION:** The Greater Chapin Chamber of Commerce will promote the growth of commerce, community and culture in and around the Chapin area through the leadership and service of its partners.

**OUR VISION:** Our vision is to be a catalyst for economic prosperity in the Chapin community. We also serve as the Communications Hub and Visitors' Center for the area. We promote local businesses, recreational events, social concerns, and related legislative issues. We rely on relationships and technology to accomplish our communication with our partners and the general public.

**Website:** [ChapinChamber.com](http://ChapinChamber.com)

**FLSA Status:** Hourly - Full Time - Non-Exempt

**Prepared Date:** 08-26-2024

**Effective Date:** TBD

**Hiring Manager Job Title:** President & CEO

**Employment Status:** Full-time up to 40 hours per week.

**Primary Location:** Chapin, SC

## **JOB SUMMARY**

The Events and Program Director for the Greater Chapin Chamber of Commerce is responsible for planning, coordinating, and executing a diverse range of events and programs that support the Chamber's mission. This role involves managing event logistics, building relationships with Chamber partners and community partners, and ensuring successful delivery of high-quality experiences that engage the local business community. The Director will collaborate with Chamber leadership to develop and promote programs that drive partner value, enhance visibility, and support the growth and vitality of Chapin's businesses and economy.

## **WORKING ENVIRONMENT**

This position requires on-site presence Monday through Friday, with flexibility to accommodate event, weekend, and holiday work schedules. The physical requirements of this job include the capacity to work at a desk for prolonged periods and standing for over 5 hours. Flexibility for occasional evening/weekend work is required, in line with job responsibilities.

## **EXPERIENCE**

- Outstanding interpersonal and team building skills. Must be customer service focused.
- 2-4 years of experience in event planning, program coordination, or project management, ideally within a Chamber of Commerce, nonprofit, or community organization.
- Proven experience in managing multiple events simultaneously, from concept to execution.
- High level of creativity and strong problem-solving skills.
- Ability to perform multi level tasks, troubleshoot, be flexible, think quickly and react decisively.
- Knowledge of ChamberMaster, Canva, and Constant Contact is a plus.

## **PRIMARY JOB DUTIES**

- Plan, coordinate, and execute a variety of Chamber events, including Happy Hours, Luncheons, Lunch & Learns, Ribbon Cuttings, Networking Events, and signature yearly events.

### Signature Yearly Events:

1. Spring Golf Tournament
  2. Fall Golf Tournament
  3. Annual Awards Gala & Dinner
  4. Holiday Open House
- 
- Collaborate with Chamber leadership to develop strategies and programming that align with the Chamber's goals and community needs.
  - Execute all events and programs from concept to execution.
  - Manage event logistics, including venue selection, vendor coordination, budgeting, and volunteer management.
  - Develop and maintain relationships with Chamber partners, sponsors, vendors, and community leaders to enhance event participation and sponsorship opportunities.
  - Promote Chamber events and programs through social media, email campaigns, and community outreach.
  - Coordinate marketing and communications to ensure effective promotion and branding of events.
  - Maintain the Chamber's event calendar and ensure timely updates to partners and the community.
  - Stay informed on local trends and opportunities to develop new programs that benefit the business community.

**NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

**Employee:**

**Signature:** \_\_\_\_\_

**Name (print):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Received and accepted by**

**Signature:** \_\_\_\_\_

**Name (print):** \_\_\_\_\_

**Title:**

\_\_\_\_\_ **Date:** \_\_\_\_\_

—