

**Job Title:** Springfield Regional Chamber of Commerce Manager of Events and Programs.  
**Reports to:** President  
**Type:** Full time / exempt

**Job Summary:**

This position develops, plans, coordinates, and executes Chamber events and programs as established in conjunction with the Chamber President and within the annual budget as approved by the board of directors. The position is also the liaison to the Chamber's Professional Women's Chamber of Commerce division with duties outlined in the current Memorandum of Understanding signed by the President of that organization and that of the Chamber. The position is also responsible for the administrative support to the President as needed including but not limited to calendar management, final production and distribution of notices, agendas, and minutes and other functions as may be assigned by the President.

**Minimum Qualifications and Education required:**

- 2 – 3 years of proven event planning success and experience
- An associate's degree or more in a field of hospitality, marketing, communications, event management, or a similar field
- Must be able to multi task and work in a team environment with coworkers, volunteers, and board members
- Proficient knowledge of computers specifically the Microsoft software suite, database management and be able to quickly master the Chamber's data management software program, ChamberMaster
- Must be comfortable and competent with networking and social media

**Essential / Primary Job Duties:**

- Plan and coordinate Chamber events and programs. Serve as the team leader and responsible party for Chamber events, including but not limited to quarterly breakfasts; policy events; educational forums; signature events such as Government Reception, Leadership Institute, Outlook, Beacon Hill Summit, Washington Symposium; all PWC events as outlined in their Memorandum of Understanding; and events assigned by the President
- Attend all events and be responsible for all aspects of these events, from planning to execution, and provide for proper communication with chamber staff and volunteers to ensure a successful event and create a positive experience for event attendees
- Responsible for processing advance and onsite reservations, working with the accounting team to ensure proper invoicing and processing
- Work with the Vice President of Marketing and Communications for all marketing materials to ensure timely delivery of all materials to the membership
- By working with the President during the annual budget preparation process, prepare event budgets and manage each event to budget throughout the Chamber's fiscal year
- Evaluate and determine all aspects of events including date/time/location, and topics/speakers for events and implement changes as necessary based on evaluation outcomes
- Negotiate terms of contracts for host facility/entertainment/ speakers within budget and coordinate needs and staff event appropriately with staff and volunteers
- Working with other chamber of colleagues and state and national chamber organizations, continuously seek new and improved approaches for enhancing the Chamber's events and programs and identify new events and programs which will directly benefit and engage the membership and are strategically aligned with the Chamber's mission
- Assist in registration at the events when needed
- Assist in securing sponsorships as necessary
- Prepare written communications for newsletter as necessary
- Utilize Chamber's social media platforms to promote and share all events

**Liaison to the Professional Women's Chamber**

- Serve as the liaison or main point of contact for the Professional Women's Chamber of Commerce as outlined in the signed Memorandum of Understanding between the PWC and the Springfield Regional Chamber including

staffing all board meetings including, but not limited to, event registrations, securing sponsorships as needed, processing new PWC member applications

#### **Administrative Assistant to the President**

- Manage the calendar of the President, making appointments and schedule meetings as requested
- Preparation of reminder notices for meetings, agendas, and minutes
- Assist with preparations for board meetings such as Power-points, graphics, etc.
- Responsible for overall preparations and management of all board of director's meetings and committees of the board
- Assist the President in any research needed for issues the President is working on

#### **Basic Skills:**

- Organizational/ management/ time management skills
- Strong knowledge of budget management
- Ability to work effectively both independently and in a team environment
- Must be able to work a nontraditional schedule
- Ability to coordinate multiple activities and meet deadlines
- Strong verbal and written communication skills, advanced computer skills, experience with database programs, and use of social media
- Excellent customer service skills
- Attention to detail
- Have a valid Massachusetts driver's license

#### **Other:**

- Other duties as may be assigned by the President
- Must be able to work a nontraditional schedule

#### **Physical Requirements:**

Work is mostly sedentary in nature and requires sufficient physical stamina and strength for:

- Constant sitting to perform daily tasks; occasional walking to retrieve information; frequent standing, sometimes for extended periods especially at Chamber events
- Frequent squatting, reaching above shoulder, and twisting to file documents and lift supplies and material; occasional bending, kneeling, climbing, balancing, and reaching below shoulder to store documents, material, and supplies
- Constant light grasp, fine manipulation, and handling to perform daily duties; occasional firm grasp to safely use equipment
- Frequent lifting, carrying, pushing, pulling, and lifting of up to thirty (30) pounds to move material and supplies within office and at Chamber events

#### **Salary:**

- Commensurate with experience

#### **How to Apply:**

- Send cover letter and resume to:

Nancy F. Creed, President  
Springfield Regional Chamber  
1441 Main Street  
Springfield, MA 01103  
[creed@springfieldregionalchamber.com](mailto:creed@springfieldregionalchamber.com)  
Fax: (413) 755-1322  
No phone calls please