



1016 W. Sixth Avenue, Suite 303
Anchorage, AK 99501

EVENTS COORDINATOR

1-person, full-time

JOB OBJECTIVE

The event coordinator is responsible for providing networking and education opportunities to membership through the coordination and implementation of events.

BASIC SKILL REQUIREMENTS

Must be a high school graduate, with some college credit preferred. Candidate must have three years event planning/coordination/implementation/evaluation experience. Candidate must be proficient in Microsoft Office, Google Drive and be familiar with general software programs and office equipment and with HTML/CSS and/or graphic design. Knowledge and ability to support the Anchorage Chamber's social networking outreach and management required. Must have exceptional organizational and multi-tasking skills and able to ask for assistance and delegate activities, as necessary. Candidate needs to be a self-starter, and be able to work well with volunteers and staff. Must also possess good selling skills to assist in securing sponsorship for events. Valid driver's license and reliable personal transportation to facilitate work away from the Anchorage Chamber's usual place of business. The successful candidate must be able to work, on occasion, outside the normal operating hours of 8 am to 5 pm.

JOB DUTIES

Annual Events Coordination

Successfully plan, implement and evaluate all aspects of Anchorage Chamber events, including but not limited to, creating action plans and after-action reports, handling all event logistics and contractors, soliciting committee and member support, written and website promotion, staying within budget parameters, developing bid proposals, accounting, working with A/V equipment, and taking reservations. Responsible for securing and tracking sponsorships for each event and developing thank-you letters to sponsors.

Responsible for above aspects of the following list of events/programs:

- February - Military Appreciation Bowl-A-thon
- March - Anchorage ATHENA Society Luncheon
- May - Citywide Cleanup Week
- June - Military Appreciation Week (Picnic and Luncheon)
- Sept. - Gold Pan Awards
- Oct. - Anchorage Chamber Train Ride
- Dec - Anchorage Chamber Holiday Open House

Program Coordination

The event coordinator is the liaison to the Military Committee, Legislative Committee, the Anchorage ATHENA Society and manages the respective budgets and volunteer efforts for events. The position is also responsible for coordinating with committee chairs to develop and meet work plans, arrange speakers and tours, schedule meetings, send meeting notices, develop the agenda, document the meetings and providing any follow-up as necessary.

Other duties include:

- Engage members to become involved as volunteers to support Anchorage Chamber events and programs.
- Coordinate with team in taking reservations and coordination seating arrangements, as needed
- Answer phones
- Maintain files
- Assist in development of event budgets and adhere within budgets or reduce costs
- Send thank-you notes and letters
- Be available to attend other meetings, as needed
- Forward potential new member leads to the membership manager
- Attend staff meetings
- Help maintain kitchen, copy rooms and other common areas in a neat and orderly fashion
- Provide front desk back up as needed
- Other duties as assigned

DISCLAIMER

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. This job description is not an employment agreement or contract.

To apply for this position, please email or send resume, cover letter and references to:

Anchorage Chamber of Commerce
c/o Bruce Bustamante
1016 West 6th Avenue Suite 303
Anchorage, AK 99501
bruce@anchoragechamber.org

Pay is DOE Non-Exempt Hourly Position

MISSION: To advance a successful business climate by attending to the civic, economic and cultural betterment of our community. We achieve this through three channels: advocacy, connectivity and education.