



JOB DESCRIPTION

JOB TITLE: EVENTS COORDINATOR
DIVISION: MEMBER ENGAGEMENT AND PARTNERSHIPS
REPORTS TO: EVENTS MANAGER
WAGE CATEGORY: NON-EXEMPT

JOB STATEMENT:

Under supervision of the Events Manager, the Events Coordinator produces over 100 exciting Metro Chamber events held across the Las Vegas Valley each year. The coordinator position requires working with other Vegas Chamber staff in the planning and execution of events such as Eggs and Issues, Preview Las Vegas, Business Power Luncheons and more. Additionally, this position provides support to the Vegas Young Professional program supporting young Las Vegas professionals. The coordinator role requires working with hotels and other event venues to plan space, audio visual needs, as well as food and beverage and will require the effective handling of multiple projects simultaneously. As a member of the state's leading business organization this individual will be required to maintain a high degree of professionalism at all times, provide the highest level of customer service and dynamic support to members, exhibit team work and demonstrate effective communication skills.

ESSENTIAL FUNCTIONS/OBJECTIVES:

- Proficient in basic A/V functionalities such as but not limited to, projector screen, mics, sound, web streaming, zoom, lighting and so on.
- Plans, coordinates and executes Vegas Chamber events
- Provides support to other members of the Events team assisting them with all aspect of event planning, operation, site locations, vendors, and reporting
- Actively supports and participates in Metro Chamber programs and events
- Assists in all aspects of the department, including internal event set up and take down
- Files correspondence, assists in maintaining event files
- Holds self to the highest levels of professionalism and results
- Other duties as assigned

JOB SPECIFICATIONS:

- Events Audio Visual experience preferred
- Event experience preferred
- Experience in building and maintaining quality relationships
- Is an ambassador of the Vegas Chamber at all times, and reflects the best interest of the Vegas Chamber in all internal and external communication
- Intermediate level capabilities in MS Office and database programs. Proficient in MS Word, Excel and computerized database management. Minimum keyboard skills at 40 wpm
- Flexible, open to the evolution of process and new information; adapts behavior and work methods accordingly, in response to new information, conditions or obstacles; supports organizational direction throughout team
- Knowledge of Chamber policies and member benefits
- Detail oriented, highly organized, self-starter, creative, customer service oriented, strong verbal and written skills, high energy, flexible, solution oriented
- Must be able to lift at least 30 pounds

- Excellent verbal and written communication skills; a high degree of professionalism
 - Strong interpersonal, customer service and administrative skills
 - Ability to work in a fast paced office environment and independently prioritize work
 - Ability to manage multiple priorities simultaneously
 - Must become proficient in operation of venue audio visual equipment
 - Capable of maintaining sensitive/confidential information
 - Full-time position with ability to work flexible weekly hours and weekends as required
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