

Programs/Special Projects/Events
Roseburg Area Chamber of Commerce
Job Description

Position Objective:

Provide professional leadership and primary staffing of the organization, planning and implementation of chamber programs and events as well as manage volunteer activities associated with said programs and events.

Accountability:

Responsible to the President/CEO of the Roseburg Area Chamber of Commerce.

Position Responsibilities:

Provide professional staff support to the President/CEO. Manage and coordinate all aspects of various business programs and events of the Roseburg Area Chamber of Commerce, including but not limited to program and event development, budget management, soliciting sponsorships, promoting attendance and both on-site and off-site event set-up and tear-down.

Coordinate and manage the following programs and events. Assist in the development of and maintain volunteer base, as needed and determined by president/CEO, for:

- Annual membership Meeting & Awards Events in March
- Project Leadership/Project Leadership Graduation @ membership Meeting
- Economic Forecast Event in November
- Monthly Membership Meeting Luncheons (Eight: Jan-May and Sept-Nov)

Support membership development/relations staff in their management of RACC greeters committee (attending meetings and activities as requested), including but not limited to:

- Business After Hours (Supporting Membership Development/Relations position)
- Member Ribbon Cuttings
- Member Groundbreaking events
- Member Open Houses
- Member Visitations

Assist, as needed and at request of president/CEO, with the following programs and events:

- Workshops and/or Tours
- Legislative Conference Calls
- Chamber 9 @ 9
- Business Member Surveys
- InUmpqua Magazine

Prepare, review and/or edit all press releases, media packets, flyers, newsletter articles, booklets and all other promotional/collateral materials, as needed, prior to submittal to president/CEO for final approval and issuance.

Assist president/CEO in developing effective annual work plans, timetables, budget forecasts and marketing strategies for all assigned projects.

Assist appropriate chamber staff in preparation of monthly chamber newsletter, *Business Perspectives*, as requested, including: effect layout and submit first draft (for layout approval) and final draft (for approval to online publication) to president/CEO; prepare monthly calendar and effect flyer enclosures.

Assist in the public relations of the chamber's benefits, programs, activities and events.

Responsible for own clerical and administrative support.

Other duties or projects assigned by the president/CEO.

Qualifications:

Preferred Experience:

- Work experience in a leadership role implementing and managing programs, projects and/or events.
- Experience managing and working with member volunteers.
- Experience in promotion communications.

Required Abilities, Skills and Knowledge:

- Strong written and verbal communication skills.
- Must be able to exercise independent judgement and make decisions necessary to achieve success in assigned areas.
- Excellent organizational and planning skills.
- Ability to complete projects with limited supervision and direction.
- Ability to function as a member of a high-performance team.
- Creative problem-solving abilities.
- Excellent budget management skills.
- Ability to develop and maintain good working relationships with staff, volunteers and the general public.
- Self-motivated, high-energy personality.
- Computer skills and experience: Microsoft Word, Microsoft Publisher and Excel or ability to quickly self-learn. InDesign knowledge is a plus.
- Must have a reliable vehicle fully insured under Oregon law and a valid driver's license to transport program/event materials and supplies to off-site locations.
- Must be able to lift and carry 25-30 lbs.

Work Schedule & Particulars:

- Part-Time, Hourly Employee.
- Regular workdays/hours are Tuesday through Thursday, 9:00 a.m. to 5:00 p.m., with a one-hour lunch, and eight Mondays/year (Membership Luncheon days). Generally position will be 21-25 Hrs/Wk. However, employee must be able to occasionally work flexible hours, including early mornings, evenings and weekends, as needed, to ready for a program or event.
- Benefits include, as defined in RACC's Employee Handbook (**and upon becoming a regular employee**): participation in RACC's 401 (k) retirement plan (**after completing one year of employment**) and accrued PTO/ year based on hours worked and paid holidays as defined in employees handbook (**after successful completion of orientation period**).