

Job Posting: Event Coordinator

Organization: Huntley Area Chamber of Commerce

Location: Huntley, IL

Position: Event Coordinator

Employment Type: Part-Time, Hourly, 20 hours per week

About Us:

The Huntley Area Chamber of Commerce is dedicated to fostering a vibrant and prosperous business community in the Huntley area. We are committed to providing exceptional support and resources to our members, and we host events that encourage networking, professional development, and community engagement.

Position Overview:

The Huntley Area Chamber of Commerce is seeking a highly organized and dynamic Event Coordinator. The successful candidate will be responsible for planning and executing one large event each month and managing the logistics for smaller monthly and quarterly events. Additionally, this role includes shared office management duties. The ideal candidate will have experience with event planning and be familiar with Chamber Master software.

Key Responsibilities:

- Plan, coordinate, and execute one large monthly event, ensuring all details are meticulously managed. It is expected for this position to attend and execute these events that are commonly on weekends and/or evenings.
- Oversee the logistics for smaller monthly and quarterly events, including setup, registration, and post-event activities.
- Collaborate with Chamber staff, volunteers, and vendors to ensure the successful execution of events.
- Manage event budgets, timelines, and promotional activities.
- Utilize Chamber Master software to manage event registration, communications, and reporting.
- Develop and maintain relationships with sponsors, exhibitors, and attendees.
- Provide on-site event support, including troubleshooting and resolving any issues that arise.
- Conduct post-event evaluations to determine successes and areas for improvement.
- Assist with other Chamber initiatives and projects as needed.

- Perform shared office management duties, including answering phones, greeting visitors, managing office supplies, and assisting with general administrative tasks.

Qualifications:

- Proven experience in event planning and coordination.
- Familiarity with Chamber Master software is highly desirable but not required.
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Flexibility to work occasional evenings and weekends as required by event schedules.
- A positive and proactive attitude with a passion for community engagement.

Schedule:

- Start date is late July, early August
- This is a part-time, hourly position.
- Work hours are set at five hours per day, Monday through Friday.
- Set work hours fall between 8:30 AM and 4:30 PM.
- Will be required to attend and execute large monthly events and attend some other events as needed. Comp time will offset these hours.
- Summer hybrid schedule possible.

How to Apply:

Interested candidates should submit a resume and cover letter detailing their qualifications and event planning experience to info@huntleychamber.org with the subject line Event Coordinator Application. Applications will be accepted until the position is filled.

The Huntley Area Chamber of Commerce is an equal opportunity employer and encourages candidates of all backgrounds to apply.

Join us in making a difference in the Huntley business community!