



**Events Coordinator**  
Position Description  
Posted: September 29, 2020

*Seeking a high-energy, detail-oriented individual to support the events and programs of the Greater Sioux Falls Chamber of Commerce. Must have a positive attitude, be a team-player and enjoy a great deal of interpersonal interactions. Event planning experience is a plus, but not required. Eager to learn individual wanted!*

1. Learn, understand, and analyze event process workflows within various functional areas to best understand improvements.
2. Lead coordination of various events
  - a. Reserve event space, catering services, and other necessary logistics
  - b. Work with sponsor/facility liaison to coordinate logistics for event
  - c. Communicate sponsor expectations to team members
  - d. Confirm volunteer participation at events and communicate expectations to volunteer program participants
  - e. Work with Chamber staff team to secure speakers, communicate event details with Chamber membership, and prepare marketing materials for events
  - f. Prepare pre-event correspondence and communications
  - g. Prepare agendas or program outlines as needed
  - h. Attend coordinated events as the facility/sponsors' Chamber point person
  - i. Oversee each phase of the event to ensure it runs smoothly
3. Work within the Chamber's customer relationship management (CRM) database to:
  - a. Process registrations
  - b. Prepare post-event correspondence
  - c. Handle event invoices
  - d. Send member communications
  - e. Update member data as needed
4. Other details:
  - a. Skills required:
    - i. Knowledge of various Microsoft Office software, including but not limited to Excel and Word.
    - ii. Excellent verbal and written communication skills.
    - iii. Ability to multi-task and have exceptional organizational skills.
  - b. Events Coordinator will report to Agribusiness & Professional Development Director but will work closely with all staff of the Greater Sioux Falls Chamber of Commerce.
  - c. Bachelor's degree preferred
  - d. Full-time/Hourly: Must be willing to work flexible hours as many events will start or end before 8 a.m. and after 5 p.m.
  - e. Perform duties and assume other responsibilities, as assigned

*To apply, send résumé with cover letter and three references to [hraider@siouxfalls.com](mailto:hraider@siouxfalls.com). No phone calls please. Interviews and selection will begin after October 20, 2020.*