**COMMUNICATION & EVENT COORDINATOR – Job Description**

**The Organization**

The Hutchinson/Reno County Chamber of Commerce is comprised of six divisions: Hutch Chamber, Greater Hutch, Visit Hutch, Downtown Hutch, Market Hutch, and Growth Inc. The mission of the Chamber is to advocate for a prosperous business climate, promote tourism and economic development and provide a framework to provide connections and collaboration to enhance the quality of life for our members and communities. The Chamber serves 750+ members and public/private economic development investors.

**Job Description/Essential Skills**

The Communication and Event Coordinator will manage the Chamber's communication and event planning strategy including all forms of public and media relations, print and web-based outreach and social networking, a mobile app platform, as well as planning and execution of all monthly and special events which include at least three monthly in person events, online webinars, ribbon cuttings, annual Awards Night, Annual Banquet and Business Expo and other special events as required.

**Skills Required**

Excellent verbal and written communications with high attention to detail, strong graphic design and digital media skills including knowledge of all Microsoft 365, Adobe Creative Cloud, MailChimp, CRM software, and a variety of desktop publishing and website management tools are required. The candidate should have the ability to manage details and multiple tasks and have excellent interpersonal skills in working with a collaborative team as well as the ability to represent the organization to the highest standards with our members and stakeholders.

**Events**

The Communication & Event Coordinator will exercise discretion and judgment for all Chamber events from the early planning stages through execution and event follow-up. It is expected that the CEC will be on site from setup to tear down of all events and will manage the vendors and setup for event with assistance of Chamber staff as needed.

* Work closely with Vice President of Membership to plan all membership events for the year, including First Friday Coffees, Breakfasts and Lunches, Business After Hours, Awards Night, Legislative Forums, Candidate Forums and Annual Meeting and Business Expo
* Request and evaluate proposals and manage relationships with all vendors used at events
* Manage technology and equipment setup for regular and specials events

**Communications**

The Communication & Event Coordinator will coordinate all marketing and communications with the Chamber membership in cooperation with the President/Vice Presidents.

* Write and edit the monthly Chamber newsletter, weekly eblasts, press releases, annual report, and regular updates to website content
* Develop marketing materials including fliers, post cards, calendars, and other printed materials
* Manage Chamber App updates and push notifications
* Manage all newspaper, radio, tv, and other media communication
* Oversee the Chamber’s social media presence
* Create event agendas and scripts and coordinate with event participants to provide efficient event management
* Communicate with members to ensure eligible website advertising benefits are current

**Other**

* Photograph all Chamber events, meetings, and ribbon cuttings
* Manage equipment setup, scheduling, and minutes for various Chamber committees.
* Other duties as assigned by President

**Accountability**

This position reports to the President/CEO of the Chamber. This position works closely with the Chamber Vice Presidents and department managers.

**Physical Activity**

This position primarily consists of in office and on-site event management and interpersonal communications with a variety of stakeholders. Candidates must be able to communicate easily with staff, members, and partners. Some limited lifting up to 40 pounds and moderate physically strenuous activities are associated with this position in relation to preparing for membership events, which may include: (1) moving tables and chairs, in preparation for various meetings, (2) assist event staff and partners in preparation and setup for events, (3) extensive travel within Reno County by car to visit businesses or event facilities, (4) frequent walking tours of facilities, (5) significant time prior, during, and after events ensuring appropriate preparation, facility setup, and complete event assembly and disassembly of equipment as needed.

**FLSA Designation**

The Events and Communications Coordinator position is classified as an ‘Administrative’ position and is thereby considered to be an exempt position per the FLSA duties and compensation guidelines.

**To apply:**

Please submit a resume and cover letter with 3 professional references via email to the attention of LeAnn Cox, Vice President of Operations at [leannc@hutchchamber.com](mailto:leannc@hutchchamber.com) or in person or mail to:

Hutchinson/Reno County Chamber of Commerce

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