

## EVENT AND EXPERIENCE MANAGER



**Mission** – Promote Economic Success by Connecting Businesses with the Community

**Vision** – Be the Catalyst for Business Vitality and Community Enrichment

Please send cover letter, resume and references to Chelsea Rose,

[chelsea@colleyvillechamber.org](mailto:chelsea@colleyvillechamber.org)

Reports to President and CEO

Full-time, 40 hours per week:

Monday-Friday

8:00 a.m. – 5:00 p.m., occasional evenings,

early mornings, and weekends

**The Colleyville Chamber is looking for a detail-oriented superstar who is passionate about connecting business to the community. This role will produce Chamber events such as Monthly luncheons, (4) Annual Fundraising Events, and Leadership Colleyville Program, and maintain Chamber brand through social media.**

### What you need:

Proven success and meaningful experience in event planning and project management

Passion for connecting business leaders to resources

Ability to exercise good judgment and diplomacy in a wide variety of public contact situations.

High Comfort Level with Technology and willingness to learn new things.

Excellent verbal and written communication skills.

Goal-oriented, reliable in meeting deadlines.

Generate creative solutions

Ability to manage timelines while working with volunteers, committees and staff.

High School Diploma or GED

### Bonus points if:

“Proactive” is your middle name.

Script writing brings you real joy.

Doing 8 things at once sounds like fun to you.

A birthday party is a premier event from invitations to menu to decorations.

Your goal each day is to be helpful and hopeful.

### What you will do:

Coordinate and execute logistics for Monthly Luncheons (1<sup>st</sup> Thursday of the month)

Form and lead (4) Fundraising Event Committees

Plan and implement event details from invitations, vendors, catering, decorations to script, speakers, and sponsors for all Chamber events

Arrange details for new member ribbon cuttings

Create and send weekly newsletters

Manage media relationships

Provide updated information to Marketing partner agency and manage that relationship

Implement social media content plans for Facebook, Instagram, LinkedIn, TikTok, and other platforms as they emerge

Design marketing elements

adhering to Chamber brand

Other Duties as assigned to advance

Chamber Mission