



Franklin Chamber of Commerce – Event Coordinator

The Franklin Chamber of Commerce is seeking an Event Coordinator for our organization of 400+ members. This position plays an integral role in advancing the Chamber’s mission of promoting economic growth and quality of life for the business community and residents of the greater Franklin area.

The Event Coordinator is responsible for ensuring good relationships with our members by coordinating and executing member events, tracking member services and providing exceptional customer service to our members and the community.

The ideal candidate is highly-organized and detail oriented; someone who is self-motivated, professional, energetic and enthusiastic who can adhere to budgetary objectives to implement professional, engaging, well executed events to advance Chamber objectives. Required qualifications include excellent written, verbal and interpersonal communication skills; and the ability to work effectively with the public in a professional manner. Applicants will also need strong skills in problem solving, and event logistics. Preferred qualifications include a bachelor’s degree in a related field, or a combination of education, volunteer and work experience. Experience with QuickBooks and CRM software (or enthusiastic willingness to learn) is a plus.

For confidential consideration, email your resume with a letter of interest and three professional references (with contact information) to our search committee at franklincoc@franklincoc.org.

For more information about the Chamber, visit www.franklincoc.org

The Franklin Chamber of Commerce does not discriminate in employment opportunities or practices because of race, color, religion, sex, national origin, age, sexual orientation or disability.

Franklin Chamber of Commerce – Event Coordinator

JOB TITLE: Event Coordinator

REPORTS TO: Executive Director

JOB FUNCTION: Coordinating and executing events to benefit Franklin Chamber initiatives.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Advance the goals and positive, professional image of the Chamber by coordinating and executing events designed to engage members.
- Develop relationships with event and catering vendors to secure competitive pricing and seamlessly executed events.
- Maintain member involvement records at all Chamber events.
- Assist with volunteer coordination.
- Basic bookkeeping functions including check writing and deposits.
- Assist in billing and collection of dues, event tickets and sponsorships.
- Assist the Executive Director with functions of the Chamber as assigned.

ADDITIONALLY:

This position will have contact with business leaders and the public.

Duties of this position will take place primarily in the Chamber office. Events and special projects generally take place outside of the office at various locations in the greater Franklin area.

This full-time, salaried, exempt position has flexibility for special events and meetings scheduled beyond the standard office hours. Position eligible for PTO and IRA Match.

Compensation commensurate with individual experience and qualifications.

The essential functions identified here are a representation of those duties required of this position and in no way are intended to be a complete list.

PERFORMANCE REQUIREMENTS:

1. **KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of the City of Franklin including its organizations, businesses, and political environment. Excellent written and oral communication skills. Strong administrative skills; computer skills; general knowledge of accounting and familiarity with social media channels.
2. **EQUIPMENT/SOFTWARE USED:** Computer (Microsoft Word, Excel, Power Point, Publisher, Constant Contact, QuickBooks, Personify CRM Software etc...), multiline phone, photocopier, facsimile machine and calculator.
3. **MENTAL SKILLS:** Confidentiality, organization, reading, detailed work, problem solving, proper grammar, math, reasoning, verbal communication, written communication, multiple concurrent tasks with interruptions.
4. **COMMUNICATIONS:** Working relationships are broad and varied, including business owners, board members, governmental agencies, community leaders, and the public. Communications occur via telephone, electronically, face-to-face, and in writing.
5. **PHYSICAL EFFORT:** Minimal to moderate physical effort, including lifting, carrying, writing, squatting, driving, sitting, standing, talking, hearing, walking, seeing. The typical workday involves the following physical strength requirements:

Sedentary Work: exerting up to 20 pounds of force occasionally and/or a negligible amount of force frequently.
6. **WORKING CONDITIONS:** Works in a clean, well-lighted office environment. Occasional travel within the county.
7. **EDUCATION, EXPERIENCE, AND TRAINING:** Proficient in QuickBooks (or the ability/desire to learn) and experience in another position with similar skill set.
8. **OTHER:** Residency in Johnson County preferred.