



**Position Title:** Director of Communications and Events

**Reports to:** President/CEO

**Position Summary:**

The Director of Communications and Events for the Apache Junction Chamber of Commerce and Visitor Center is responsible for the management, coordination, and execution of all events for the organization as well as the Leads Groups and the Shop Local Program. Additionally, this position is responsible for the development and implementation of marketing and public relations plans, and maintenance of the web site and social media channels, to deliver the organization's messages to the public and the media.

**Current Events:**

- Annual Members Meeting
- Awards Banquet
- Business Fairs
- Festival of the Superstitions
- Golf Tournament
- Holiday Events
- Job Fair in Partnership with Central Arizona College
- Lost Dutchman Days Parade
- Member Orientations
- Mixers
- Ribbon Cuttings
- Volunteer Appreciation Luncheon
- Other

**Responsibilities and Duties:**

1. Develop and implement programs and events to enhance membership and sponsorship value and revenue for the Apache Junction Chamber of Commerce to achieve established budgeted goals.

2. Assist with preparing event budgets, devising vendor fees, and managing expenses for all events. Gain leads for sponsorships and gather in-kind donations to reduce or eliminate expenses associated with events.
3. Lead event planning committees. Negotiate, select and book venues for events. Ensure appropriate decor, food, audiovisual setup, lighting, layouts, prepare signage, promotional materials, registration lists, seating charts etc.
4. Design flyers, ads, graphics etc for all events. Create appropriate marketing and advertising materials for the Chamber and associated programs.
5. Create and manage event timelines. Monitor internal procedures for event production and recommend streamlines and improvements as necessary. Implement each phase of the event plan including managing setup, take down, and clean up.
6. Prepare and modify event contracts as needed and serve as the liaison with vendors and the City/ County.
7. Prepares and submits press releases and ensures that the press releases are being received by the appropriate persons in a timely manner.
8. Ensures proper, consistent messaging is integrated throughout the Chamber and every event.
9. Develops and maintains effective relationships with sponsors, partners and other third-party vendors.
10. Send out sponsorship summary emails after each event, coordinate wrap-up meetings, and issue surveys.
11. Oversee all communication with Chamber members in the business community, governmental entities, and the public while continually working toward improvements.
12. Design all graphics, headers, and flyers for the website as well as develop content and new webpages as needed. Ensure all information on the website is accurate and up to date. Add all events received to the Community Calendar.
13. Supervise Leads Groups in conjunction with the Leads Group Committees' co-chairs while maintaining attendance and provide chamber updates
14. Create curriculum for and prepare Member Orientation presentations. Create and circulate invitations and arrange for food and refreshments. Give presentation, obtain feedback, and connect members with staff.
15. Maintain contact with members to schedule Ribbon Cuttings. Design custom flyers for event promotion on the website and social media and send calendar Invite to Board, City, Press, Ambassadors, Leads Groups, & City Council as well as a reminder email the day prior. Coordinate Ribbon Cutting, take photographs and send out the Press Release.
16. Design content for, promote, and recruit businesses for the Shop Local Program. Send weekly email updates to all members and registrants and provide weekly updates to all partnering news outlets.
17. Manage all Chamber Social Media sites including Facebook, Twitter, and Instagram
18. Maintain and update databases, including contact management system emailing lists.

**Qualifications:**

- Skilled in Excel, Publisher, Word, Power Point, Outlook
- Ability to adapt to and learn new programs and databases as needed
- Creative and capable of designing original pieces
- Ability to thrive in a team structured work environment
- Strong problem-solving abilities
- Ability to work in a self-disciplined and self-guided work environment
- Well organized with good time management skills

- Strong interpersonal skills
- Ability to type an upwards of 50 words per minute with high accuracy

**Skills Required:**

- Excellent written and verbal communication
- Sound interpersonal skills working with a variety of different individuals and organizations
- Previous experience working in communications and events
- Must be a team player
- Must maintain a positive and helpful attitude at the office and around the community as a face of the organization
- Ability to handle multiple projects concurrently

**Availability:**

Candidate will maintain an 8:00am-5:00pm schedule Monday through Friday and must be available for the event dates and weeks leading up to the events. Overtime will be flexed out within the standard work week whenever possible.

**Physical Requirements:**

A Majority of the day to day activities involve computer based work. Candidate must be able to sit and remain focused for long durations of time. Implementation of events may require candidate to be on their feet throughout the event. Must be able to lift an upwards of 40 pounds.

**Benefits:**

- Medical Coverage
- 6% contribute to IRA
- 8 paid holidays
- 24 hours of sick leave

**Education:**

Bachelors Degree and/or 4 years of experience in a similar role

Full Time non-Exempt with 90 day probationary period

The Apache Junction Chamber of Commerce is an Equal Opportunity Employer.