



Program & Events Manager Job Description

Overview

The Program & Events Manager is responsible for the planning, organizing, and directing programs and events of the Tillamook Area Chamber of Commerce. This includes the management of existing, and the development of new, programs and events that align with the mission of the Tillamook Area Chamber of Commerce.

The Tillamook Main Street Program of the Chamber will be managed by the Program & Events Manager, in affiliation with the Oregon Main Street Program.

The Program & Events Manager is open for those seeking a part-time or full-time position. Part-time position can range from 20 to 30 hours-a-week, with additional hours required in correlation with significant events.

Reporting

The Program & Events Manager works as part of a team of staff that regularly support and assist each other and works under the general direction of the TACC Executive Director. The Executive Director will review the Program & Events Manager's work for progress, effectiveness and conformity with established objectives, standards and policies.

Primary Responsibilities

- Plan, organize and direct events both initiated and co-hosted by the TACC. These events include, but are not limited to, networking events, professional development seminars, ribbon cuttings, downtown planter program, travel abroad programs, Annual Chamber Banquet, Cork & Brew Tour, June Dairy Festival, TACC fair booth, and Small Business Saturday.
- Coordination of programs and oversight of the various stages of event development: development of event timelines, committee assignments and responsibilities, event details, execution of event, post event details, and financial tracking.
- Development of, and adherence to, efficient and detailed program timelines to ensure successful program execution. Program timelines include such things as timeframes for sponsorship, marketing, production time, participant/speaker notice, event agenda, and event location.

- Maintain successful programs and events - Successful execution of each event may include reaching financial goals, community/business impact, and/or public relations.
- Develop sponsorship/advertising/funding opportunities and solicit sponsors/advertisers. Ensure event sponsorship obligations are fulfilled.
- Coordinate event volunteer involvement, including assistance with placing and training volunteers, tracking hours contributed by volunteers, and ensuring volunteer efforts are recognized.
- Bring new and fresh concepts forward that align with the mission of the Chamber; prepared to draft a feasibility plan for presentation to the Executive Director.
- Assist the Communications Manager in the production and design of promotional materials.
- Ensure post event and program communications/thank you to event sponsors, partners, and participants.
- Coordinate with appropriate staff members to accomplish successful programs and events.
- Tillamook Main Street Program responsibilities include, but are not limited to:
 - Assist in the development goals, objectives, and actions of the Main Street Program within the Main Street District.
 - Serve as the primary point of contact for downtown businesses.
 - Assist businesses with application and compliance of City ordinances and permits.
 - Actively work with businesses to identify projects eligible for various funding sources.
 - Manage and track data related to the Downtown, including contact lists, building inventories, economic investment, downtown vacancies, jobs created or retained, photo documentation, etc.
 - Encourage and facilitate a cooperative climate between businesses, community organizations, and local government.
 - Serve as an advocate for downtown development and projects that support goals adopted by the board of directors.
 - Serve as the TACC representative at Oregon Main Street managers' meetings (may require out-of-town, overnight travel on a quarterly basis).
- Other duties as assigned by Executive Director.

Preferred Experience

- Prior experience managing a significant variety of community events.
- Successful organization and coordination of events reaching 500 attendees and/or an event budget of \$50,000
- Demonstration of experience managing volunteers and committees, as well as experience as a volunteer.
- Ability to build consensus among disparate groups and people through influence and persuasion is important.
- Demonstration of proficient public speaking skills.

- Strong sales ability.
- Basic proficiency in Adobe Creative Suite.
- Associates degree or higher.

Minimum Requirements

- A high school diploma.
- Proficiency in Microsoft Office Suite, including Outlook.
- Requires valid driver's license and reliable transportation.
- Ability to pass drug screen and background check prior to hire and at random through employment.
- Travel by car and air as required, with occasional overnight stays. (expenses paid)
- Demonstrated dependability and reliability with respect to timeliness, attendance, follow-through, and ability to work independently and efficiently.
- Willingness and ability to actively correspond via email, phone, and text message seven days a week during regular business hours.
- Willingness to learn preferred skills as needed.
- Demonstrated ability to:
 - Work independently and be self-motivated.
 - Communicate clearly, effectively and responsively.
 - Think critically.
 - Exercise diplomacy.
 - Organizational skills- personally and for events
 - Recognize sensitive/political situations and act accordingly.
 - Convene stakeholders and facilitate discussion.
 - Speak comfortably in front of large groups.
 - Manage multiple projects, set priorities and shift priorities as needed.
 - Perform comfortably in a largely self-directed work environment.
 - Conduct themselves professionally at all times.
 - Conduct themselves in accordance with TACC policies and procedures.

Work Environment and Physical Demands

This position takes place in an active work environment through various event locations and frequent visits to local business locations. Work is often also performed in an office setting; whether that be home, coffee shop, or at the Chamber Headquarters. The position is typically performed under very comfortable working conditions; any disagreeable elements are generally absent during normal performance of job.

Occasional travel includes local and regional meetings.

This position may regularly require evening and weekend work.

The employee must occasionally lift and/or move up to 25 pounds, and infrequently lift and/or move up to 75 pounds.

Continuous mental and/or visual attention; the work is either repetitive or

diversified requiring visualizing, planning, laying out, or otherwise performing involved and complex tasks.

Manual dexterity and coordination are required to perform the work. This is used while operating equipment such as computer keyboards and telephones.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary and Benefits

The salary offered to a prospective employee will range from \$16-19 per hour and be dependent on experience and qualifications. A predetermined number of paid personal days will be offered in lieu of sick days/vacation days as specified in the TACC Employee Handbook. Retirement match up-to 3% is available after 90 days of employment. Expense account provided for business travel and meals.

To Apply

To apply for this position, send cover letter and resume outlining your interest and qualifications by email to justin@tillamookchamber.org or by mail at:

Tillamook Area Chamber of Commerce
Attn: Justin Aufdermauer
208 Main Avenue
Tillamook, OR 97141