



<b>FUNCTIONAL TITLE:</b> <b>Signature Events Coordinator</b>	<b>CODE:</b>	<b>GRADE:</b>	<b>EFFECTIVE DATE:</b>	<b>REVISION DATE:</b> <b>10/30/2021</b>
<b>REPORTS TO:</b> <b>President/CEO</b>	<b>CLASSIFICATION: Non-Exempt</b>			
<b>DEPARTMENT:</b> <b>Events</b>	Send resume to: <b>KDuck@OFallonChamber.org</b>			

<b>SUMMARY STATEMENT:</b>	General purpose for this job (what is done and why)
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The Signature Events Coordinator is responsible for organizing and coordinating the O'Fallon Chamber's annual Signature Events which includes; Taste & Tables, Firecracker Run, Golf Classic, Elevate Business Summit & O'Fallon is OPEN for the Holidays. In addition to supporting and implementing the mission, vision and strategic plan for the Chamber, laid out by the Board of Directors.

<b>PRINCIPAL DUTIES AND RESPONSIBILITIES</b>	Majority of duties performed, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.
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- Coordinate details, products and services for the O'Fallon Chamber's Signature Events.
  - Taste & Tables
  - Firecracker Run 10k, 5k & 1 Mile Fun Run (July 4 annually)
  - Golf Classic
  - Elevate Business Summit
  - O'Fallon is OPEN for the Holidays
- Gather & organize volunteers for all of the Signature Events needs.
- Create and implement social media marketing for the O'Fallon Chamber's Signature Events through the various platforms available to the organization.
- Obtain sponsorships for all Signature Events throughout the year, and during the Chamber's annual Resource Campaign.
- Ensure performance at the highest level, adhering to the organization's core values and continuing appropriate professional development training.
- Participate in team development.
- Other duties as assigned.

<b>WORK AND PHYSICAL REQUIREMENTS</b>	Minimum physical requirements to perform position.
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- Work environment: Normally a typical office environment, with minimal exposure to excessive noise or adverse environmental issues, with occasional outdoor exposure to heat, cold, and environmental elements.
- Physical demands: Manipulate, handle, feel, and control items or equipment. Able to read, write, and interpret written documents. Frequently lift and move objects weighing up to 25 pounds.
- Work Schedule: early mornings and late evenings required depending on events, programs and deadlines. Additional hours outside the typical 40 hour work week to sometimes be required.