



The St. Johns Area Chamber of Commerce will accept resumes for securing services of a Festival and Special Events Coordinator Position.

The Coordinator position requires approximately 10-20 hours weekly on average. There will be extended hours during events. The contracted position will pay a base plus performance-based bonus to be negotiated.

All resumes should must be submitted via email to: stjohnsareachamber@gmail.com no later than **February 25th 2022**. The resumes then will be referred to the Board of Directors for interviews of qualified candidates.

JOB DESCRIPTION

Position: Festival and Special Events Coordinator

Reports To: SJACC Board of Directors

Job Summary: The Coordinator position will be an independent contractor and is not an employee of St. Johns Area Chamber of Commerce. The contractor is responsible for the overall organization and implementation of The Mint Festival and special events. This position focuses on the administrative duties, volunteer management, event sponsor correspondence, and attendee interactions – SJACC members, donors, and special guests. The Coordinator is a nonvoting member of the Chamber committees. The Coordinator is a champion, cheerleader and visionary for the Chamber of Commerce. They will be a leader who invites and engages with all interest in fulfilling the annual goals and priorities of the position.

Knowledge Skills and Abilities:

- Recruit, schedule and manage volunteers for general event duties and specialized teams
- Oversee event set-up and strike of all festival special events
- Draft and edit numerous event invites
- Create, and schedule volunteer shifts.
- Communicate with various event sponsors leading up to Festival events, and serve as onsite contact at events
- Assist with sponsor acknowledgement
- Work with product suppliers to schedule and coordinate deliveries, and sponsor arrival
- Organize, maintain, and track inventory
- Other duties as required

Qualifications:

- Ability to work a flexible schedule including evenings and weekends.

- Excellent communication skills (oral and written)
- Knowledge of Microsoft Office and Excel
- Extremely organized and self-motivated
- Volunteer management experience
- Possess a valid driver's license and clean driving record
- At least 21 years of age at the date of hire
- Ability to work as part of team, ability to work in high stress situations
- Ability to perform some required heavy lifting
- Experience with internet and social media platforms.
- Ability to maintain records and prepare reports.
- Chamber or trade association experience is highly preferred.
- Business to business experience preferred

Working Conditions:

- Generally, normal office environment. Will include some early morning, noon, and evening meetings or activities. Local and non-local travel is required.
- Work hours must be flexible to meet with people and groups as needed and where needed, and to supervise events that may occur outside of normal 9-5 working hours.
- The Coordinator can sub-contract out various responsibilities, paid out of the Coordinator salary, as appropriate and with Board approval.
- The Board will conduct an annual performance evaluation, input on goals, objectives, and assessing how well stated and agreed upon goals and objectives were accomplished.
- It is expected that the Coordinator will participate in conferences and memberships that continually develop skills and new ideas for leadership with the Chamber. Professional development is a budgeted item.