



MONTCLAIR CHAMBER OF COMMERCE EVENT COORDINATOR

The Montclair Chamber of Commerce is dedicated to improving the quality of life in our community by providing leadership, organization and resources in support of healthy business climates by uniting business and community. We are seeking an Event Planner to join our team. The ideal candidate will be self-motivated with a high level of accuracy, organizational skills and strong written/verbal communication.

JOB RESPONSIBILITIES

Identify potential opportunities and create campaigns to capitalize on those opportunities. Manage all aspects of the event planning process, including collaboration with venue representatives, design and printing of materials and budget tracking. Attend community functions to network and identify potential opportunities. Create summary reports on each event outlining how data gathered from current community events can be used to develop successful future events.

Required qualifications

- Minimum of one year of event production, event management or related experience
- Proficient knowledge of basic Microsoft Office programs, - Word, Excel, Publisher, PowerPoint
- Minimum one year experience with QuickBooks
- Excellent time management and communications skills
- Detail oriented with ability to grasp complex concepts and execute decisively
- Proven track record of identifying and maximizing event opportunities

Preferred qualifications

- One year management experience
- Bachelor's Degree in Marketing, Business Management or related field.

Resumes are being accepted through Tuesday April 27, 2021. Please send resume to Exec@montclairchamber.com