

Sherwood Park & District Chamber of Commerce

Event Specialist

The Sherwood Park & District Chamber of Commerce is a member-driven organization that provides value to its 1000 plus members as a place for business to meet, learn and speak. Reporting to the Executive Director, the Events Specialist will work in conjunction with the Executive Director and Committee Chairs to develop and execute an event and activity plan that encompasses proposed goals and project planning for existing Chamber events which include our Business Awards, Curling Funspiel, Golf Tournament, Great Canadian Trade Fair & Sale, Luncheons, After Hours Business Mixers and Political Forums.

Duties will include:

- Coordinating volunteer committees and volunteers, as well as creating meeting minutes and agendas
- Developing budgets, work plans & reports for Chamber events, activities and programs
- Recommending new events and activities that will create added value for Chamber members and utilize the Chamber's strengths & resources
- Obtaining revenue for events through the successful sale of sponsorships and event marketing opportunities
- Developing and maintaining regular communications with fellow staff, event committee volunteers and the Chamber's membership through planning and successful execution of Chamber events and activities
- Active participation, determination, vision and hard work at all Chamber events & activities
- Interaction with the Board, Chamber members and fellow staff in a professional, service-oriented and ethical manner
- Working with a team approach on collaborative projects with fellow staff and volunteers, as well as acting as an ambassador for the Sherwood Park/Strathcona County business community

Skills & Abilities required for success in this position:

- Previous event planning, marketing and public relations experience and/or training
- Strong communication and people skills, especially when dealing with volunteers
- Computer program literacy/proficiency in MS Word, Excel, Outlook & PowerPoint
- Ability to prioritize assignments and time commitments, as well as routinely meet deadlines
- Possess strong knowledge of Sherwood Park/Strathcona County businesses and community leaders

This employment opportunity is a full-time position, Monday to Friday, with occasional evening and weekend event responsibilities. The closing date for applications is Monday, July 26, 2021 and the position start date is approximately August 3, 2021. Interested candidates are invited to forward their cover letter and resume to Todd Banks by emailing tbanks@sherwoodparkchamber.com. We thank all interested applicants; however, only those selected for an interview will be contacted.