
COMMUNICATION & EVENT COORDINATOR – Job Description

The Organization

The Hutchinson/Reno County Chamber of Commerce is comprised of six divisions: Hutch Chamber, Greater Hutch, Visit Hutch, Downtown Hutch, Market Hutch, and Growth Inc. The mission of the Chamber is working together for the economic growth of Reno County and serves 750+ members and public/private economic development investors.

Job Description/Essential Skills

The Communication and Event Coordinator will manage the Chamber's communication and event planning strategy including all forms of public and media relations, print and web-based outreach and social networking, a mobile app platform, as well as planning and execution of all monthly and special events which include at least three monthly in person events, online webinars, ribbon cuttings, annual Awards Night, Annual Banquet and Business Expo and other special events as required.

Skills Required

Excellent verbal and written communications with high attention to detail, graphic design and digital media skills including knowledge of all Microsoft 365, Adobe Creative Cloud, MailChimp, CRM software, and a variety of desktop publishing and website management tools are required. The candidate should have the ability to manage details and multiple tasks and have excellent interpersonal skills in working with a collaborative team as well as the ability to represent the organization to the highest standards with our members and stakeholders.

Events

The Communication & Event Coordinator will exercise discretion and judgment for all Chamber events from the early planning stages through execution and event follow-up. It is expected that the CEC will be on site from setup to tear down of all events and will manage the vendors and setup for event with assistance of Chamber staff as needed.

- Work closely with Vice President of Membership to plan all membership events for the year, including First Friday Coffees, Breakfasts and Lunches, Business After Hours, Awards Night, Legislative Forums, Candidate Forums and Annual Meeting and Business Expo, Coffee in the County, Minority Business Mixer and other special events within the Chamber divisions.
- Request and evaluate RFP's and manage relationships with all vendors used at events
- Manage technology and equipment setup for regular and specials events

Communications

The Communication & Event Coordinator will coordinate all marketing and communications with the Chamber membership in cooperation with the President/Vice Presidents.

- Write and edit the monthly Chamber newsletter, weekly eblasts, press releases, annual report, and regular updates to website content
- Develop marketing materials including fliers, post cards, calendars, and other printed materials
- Manage Chamber App updates and push notifications

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- Manage all newspaper, radio, tv, and other media communication
- Oversee the Chamber’s social media presence
- Create event agendas and scripts and coordinate with event participants to provide efficient event management
- Communicate with members to ensure eligible website advertising benefits are current

Other

- Photograph all Chamber events, meetings, and ribbon cuttings
- Manage equipment setup, scheduling, and minutes for various Chamber committees and coordinates the scheduling and execution of the Agribusiness Committee events
- Other duties as assigned by President

Accountability

This position reports to the President/CEO of the Chamber. This position works closely with the Chamber Vice Presidents and department managers.

Physical Activity

This position primarily consists of in office and on-site event management and interpersonal communications with a variety of stakeholders. Candidates must be able to communicate easily with staff, members, and partners. Some limited lifting up to 40 pounds and moderate physically strenuous activities are associated with this position in relation to preparing for membership events, which may include: (1) moving tables and chairs, in preparation for various meetings, (2) assist event staff and partners in preparation and setup for events, (3) limited travel within Reno County by car to visit businesses or event facilities, and (4) walking tours of facilities. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that may be required for this job. Duties, responsibilities, and activities may change at any time.

FLSA Designation

The Events and Communications Coordinator position is classified as an ‘Administrative’ position and is thereby considered to be an exempt position per the FLSA duties and compensation guidelines. Salary commensurate with experience including competitive benefit package.

To apply:

Please submit a resume and cover letter with three professional references via email to the attention of Debra Teufel, President/CEO at debrat@hutchchamber.com or in person or mail to:
Hutchinson/Reno County Chamber of Commerce
117 North Walnut, P.O. Box 519
Hutchinson, KS 67504

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