Seward County Chamber & Development Partnership

Job Description
Coordinator of Events & Placemaking

BASIC FUNCTION:

The Coordinator of Events & Placemaking is responsible for working with the President & CEO to accomplish the short and long-term goals of the Seward County Chamber & Development Partnership (SCCDP) through coordinating all aspects of event planning and execution, developing strong relationships with existing and new SCCDP members, working with countywide stakeholders to develop a welcoming environment throughout Seward County for current/future visitors/residents, and organizing various aspects of community development projects including planning, engaging volunteers, and public space activation.

This position helps the President & CEO work to fulfill the Vision Statement 2035.

Organization:

Reports to the SCCDP President & CEO.

Specific Responsibilities:

SCCDP Team

- Encourage a positive quality of work life among the SCCDP Team as evidenced by effective communication, work group participation, and positive co-worker relations.
- Participate in community organizations, civic clubs, professional associations, and community projects on behalf of the SCCDP (e.g., Seward 4th of July Committee).
- Attend various SCCDP meetings, as required.
- Compliance with regulatory standards is maintained as applicable to SCCDP Team and operations (including accountability to the General Operations and Employee Manual).

President & CEO

- Plan and execute all events on behalf of the SCCDP; reach attendance and financial goals for each event, look for new opportunities to expand events and solicit in-kind/direct donations and sponsors to create cost efficiencies for the SCCDP events.
- Execute goals, as outlined in the current SCCDP strategic plan, that align with role.
- Only when needed, represent SCCDP at community gatherings when the President & CEO is unavailable.
- Perform other duties as assigned.

Members

- Contact business/community leaders, including the Board of Directors, and general public by phone, in person, by e-mail, and interact extensively with all SCCDP staff members.
- Conduct follow up with members and other SCCDP stakeholders from voicemails, e-mails, and direct inquiries; proofread and review written material for accuracy.
- Build partnerships and outreach with stakeholders to grow the influence of the organization locally, regionally and nationally; ensure the SCCDP is represented at local and statewide events; being physically present in the community to build relationships is important.

Seward County Residents

- Schedule an annual SCCDP events calendar in coordination with other staff members and in partnership with other Seward County stakeholders; participate in countywide festival coordination to represent SCCDP's interests; and enhance the SCCDP in the community.
- Actively recruit new members for the SCCDP.
- Determine ways to encourage public participation in the events and activities of the SCCDP.
- Create and manage programs to activate public spaces, such as parks, streets, and alleys, through events, activities, and public art; try to partner with Seward Arts Council and other countywide groups on these efforts whenever possible.

Standards of Performance:

The standards required for successful performance of this job are:

- Demonstration of acceptable levels of attendance, strong work ethic, high level of customer service, and positive attitude.
- Interpersonal relationships that encourage openness, candor and trust, both within and outside of the SCCDP.
- Professionalism and discretion in maintaining confidential information.
- Initiative and creative thinking in decision-making, problem resolution situations and the performance of job tasks.
- Excellent time management and organizational skills.
- Timeliness and accuracy in completing assigned duties.

Mental and Physical Requirements:

- Ability to demonstrate effective and accurate oral and written communication skills.
- Ability to build strong relationships and work well with others.
- Ability to solve job-related problems and make decisions where procedures are established but conditions change; initiative must be exercised to overcome minor obstacles.
- Ability to read, analyze, and interpret job-related information.
- Ability to manipulate necessary office equipment, computer software, and peripherals.

Working Environment and Conditions:

- Perform duties in a well-ventilated, well-lighted, and temperature-controlled office environment; noise level is minimal.
- Working from home is available when needed.
- Travel inside the State of Nebraska is a possibility.

Education, Training, and Experience:

- Requires a Bachelor's degree in business, event planning, communications, marketing, etc. or working toward a degree.
- Excellent grammar and writing skills.
- An excellent working knowledge of Microsoft Office programs.
- Valid Nebraska Drivers' license.

Equipment and Tools:

- General office equipment (telephone, computer, printer/copier/scanner, postage meter, etc.).
- Basic computer and software use, including email, Internet, documents, spreadsheets, desktop publishing, presentations, and contact management database.