

DETAILED POSITION DESCRIPTION

Position Title:	Events Coordinator
Team:	Not Applicable
Hours:	Part - Time 9am to 3pm Monday to Friday, with some additional hours as requirement for a monthly networking event.
Location:	Mid West Chamber of Commerce & Industry – 20/285 Foreshore Drive Geraldton Western Australia.
<p>Position Summary:</p> <p>The successful applicant will display excellent communications skills and a passion for continuous improvement. Experience in managing multiple event activities within a fast-paced environment with changing priorities along with exceptional stakeholder management is highly desirable.</p> <p>This role has the key role of membership engagement by ensuring that the Mid West Chamber of Commerce & Industry continuously strives to deliver value to our members through our services, functions, events and activities.</p> <p>The Events Coordinator works closely with the CEO and the Chamber team to increase sales/revenue opportunities, membership, and income generation for the organization. This also includes helping to business develop new members, retain and manage existing members.</p>	
<p>Key Relationships:</p> <p>This position reports to the CEO. It provides coordinating support to the Executive Committee or sub committees as required on membership, marketing or events matters. It has no positions reporting to it.</p>	

Experience, Qualifications and Clearance

	Essential	Desirable
Experience	Experience in organising small to large scale events, workshops and functions and carrying out the values of the chamber assisting to build client relations and carrying out duties in a professional and friendly manner.	Experience in working with key stakeholders and the business community of the Mid West. Experience in utilisation of CRM, Canva , Mailchimp, Planning pod systems
Qualifications, Certification, Accreditation or License	Diploma or tertiary qualifications event management. Or significant and equivalent relevant experience Motor Vehicle driver's License Class C and own Transport Responsible Service of Alcohol	First Aid Certificate Approved Managers (or be willing to gain)
Clearances	N/A	Police Clearance

Responsibilities, Duties and Key Performance Indicators

Responsibility	Duties
Events and Function	<ul style="list-style-type: none"> Plan, schedule and coordinate Mid West Chamber of Commerce & Industry Events including Monthly Business after Hours, Business Excellence Awards and Mid West Economic Summit and other planned events and workshops. Prepare a budget for each scheduled event for CEO review and approval. Monitor the events to ensure budget schedule is maintained. Plan, schedule and coordinate of functions Investigate and recommend new event opportunities and value-adding of existing events to improve quality, value to members and/or income generation Oversee and assist where required all aspects of event logistics for member events Identify the objectives of the event and determine the requirements that must be met to accomplish those objectives

	<ul style="list-style-type: none"> • Work in coordination with marketing coordinator to market and promote events and workshops via approved Mid West CCI channels. • Plan event scope and format, establish and monitor budgets, review administrative procedures and discuss progress • Co-ordinate services (for example, catering, signage, displays, audio visual equipment, printing, security) and deal with any problems that arise • Plan set up and pack down procedures • Negotiate contracts for services, approved invoices and maintain financial records • Support the MWCCI team in providing high quality professional events • Developing a plan, program or agenda for each event • Identifying the event elements, determine their logical sequencing and develop efficient schedules • Preparing strategies to ensure that the event site complies with all required legislation and regulations, including those related to health and safety • Assisting the CEO with sourcing speakers, sponsors and entertainment options • Selecting menus that meet the budgetary requirements of an event • Organising transportation, security and emergency services • Work with the Marketing Coordinator with setup of marketing plan for events • Preparing and distributing the event reviews/feedback with report back to CEO
General	<ul style="list-style-type: none"> • Practice effective record keeping and financial management • Maintain a safe, open and co-operative work environment • In coordination with the Marketing coordinator prepare a monthly report on membership, events, functions & key activities with budget outcomes for monthly Exec Meetings.

Knowledge, Skills and Behaviours

- Excellent customer service skills with an ability to work with a wide range of members and stakeholders (Members being the Mid West business community)
- Excellent communication skills including interpersonal, persuasive, negotiation and listening skills
- Excellent sales skills including targeted questioning, problem solving, supply chain value assessment, overcoming barriers and closing.
- Strong organisational skills – thorough, systems-orientated with attention to detail
- Ability to use CRM software and databases, competent word processing skills and strong competency with Microsoft Office, including Word, PowerPoint and Excel and Planning Pod
- Ability to create a positive impression with a professional and courteous manner
- Strong literacy and numeracy skills
- Self-Motivated, strong work ethic and have the ability to work with autonomy to achieve priorities with minimal outside assistance