



Job Information

Job Title: Assistant Director of Events

Manager: Chief Operating Officer

FLSA Status: Exempt

Job Family: Operations

WC Code: TBD

Eligible for OT: Yes No

Job Summary

Responsible for developing and executing communication strategies and events/programs supporting the Chamber's overall mission/vision and organizational goals, as well as the coordination of key initiatives and support of technology needs.

Essential Job Functions

- Identify, develop and execute communication strategies and programs.
- Plan and coordinate assigned Divisions and Initiatives.
- Independently provide technology oversight to include addressing technology issues and ensuring scheduled/unscheduled maintenance.
- Be able to sell chamber sponsorships.
- Ensure event budgeting and invoicing.
- Contribute to team effort by accomplishing related tasks and projects as needed.
- Demonstrate a high level of professionalism and confidentiality at all times.
- Perform job functions in a safe manner and observe all safety rules and guidelines.
- Other duties as assigned.
- Willingness to adjust schedule and priorities when necessary.

Educational and Skills Requirements

- Bachelor's Degree or higher with one (1) or more years of related work experience.
- Ability to work independently demonstrating effective research, project management and business outcomes with attention to detail and excellent creative, analytical and problem-solving abilities.
- Exceptional communication/presentation and interpersonal skills with a focus on rapport-building, listening, and questioning skills in a team environment.
- Proficient in Microsoft Office and other job-related software/e-technology/cloud-based solutions.
- Must have strong project management skills and be detailed oriented.
- Must ensure attention to detail and complete documentation.
- Ability to understand and contribute to Chamber's goals and objectives.
- Must consistently demonstrate a strong marketing and customer service orientation.

Physical Demands and Work Environment

The work is primarily performed in an office setting with moderate noise level. This job occasionally requires the employee to be outside and stand; walk; sit; use hands; climb stairs; balance; stoop; kneel; read; talk or hear. The employee must lift and/or move up to 25 pounds. Specific vision abilities include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee should never attempt to lift more than 25 pounds.

Keri Curtis Schmidt, CCE, IOM
President | CEO
Fort Bend Chamber of Commerce
445 Commerce Green Blvd.

Sugar Land | TX | 77478
Direct 281-491-0216 | Fax 281-491-0112
www.FortBendChamber.com
Keri@fortbendcc.org