



JOB TITLE: Meetings and Events Planner
REPORTS TO: Vice President of Member and Community Enrichment

ORGANIZATION: Grand Rapids Area Chamber of Commerce

PURPOSE OF THE POSITION

Under general direction, the Meetings and Event Planner Position will oversee, plan and manage the Chamber Events to ensure that established goals and objectives are accomplished. This position requires a person with experience in all aspects of event and meeting planning, including but not limited to budgeting, planning, vendor negotiations and execution. The Meetings and Events Planner will exercise independent judgment in the course of carrying out overall responsibilities and is responsible for the communication needed to deliver high quality programming to our Chamber members.

PERFORMANCE RESPONSIBILITIES:

- Effectively prioritize and execute tasks conforming to shifting priorities, demands and timelines; multi-task and project manage multiple projects efficiently and simultaneously.
- Show initiative, work independently as an individual contributor with minimum supervision, yet able to work and contribute positively in a team setting.
- Analyze and solve challenges quickly and effectively.
- Elicit cooperation from a wide variety of sources including management, project managers, staff departments, and vendors.
- Provide exceptional customer service to both internal and external clients while exhibiting a high degree of responsibility, initiative and professionalism.
- Communicate effectively both orally and in writing.
- Proven competency in software applications, including Microsoft Office, data base software, and other technology as adopted by the team.
- The scope of some meetings may require a team of planners to execute it so it is important that this professional play a mutually supportive role with fellow team members.
- The Meetings & Events Planner may be required to work early mornings, evenings and other irregular hours during the weeks surrounding special events.

MINIMUM QUALIFICATIONS

- Bachelor degree in hospitality or event management or equivalent experience.
- 3+ years of event and meeting planning.
- Must be proficient in Microsoft Office
- CMP credential is preferred.

Please send Cover Letter, Salary Requirements and Resume to
Grand Rapids Chamber of Commerce

Attn: Job Posting

111 Pearl Street NW

Grand Rapids, MI 49503

Email: info@grandrapids.org



ABOUT THE GRAND RAPIDS AREA CHAMBER OF COMMERCE

The Chamber is an award winning regional chamber with a membership of over 2,300 businesses, 25 professional staff and a budget of \$2.5 million. The Chamber has been an advocate for its members and the business community in building and sustaining a prosperous economy since 1887. The Chamber serves a highly diverse community of business and civic organizations. The Chamber is proud of its innovative programs that support business growth, diversity/workforce inclusion, advocacy/public policy, member to member connections, family business, educational programs, leadership training, member benefits, talent attraction, and community leader recognition. Over 10,000 attendees will participate in Grand Rapids Area Chamber events in a given year.