



TITLE: Event and Communications Coordinator

REPORTS TO: President of the Henderson Chamber of Commerce

**POSITION SUMMARY**

The Events and Communications Coordinator is responsible for executing all Chamber events, including but not limited to logistics, marketing, registrations, budget and facilities relations. Individual must be self-motivated, results-oriented with a positive outlook and clear focus on high quality member support. Additionally, possess excellent time management skills, credible; and comfortable dealing with a broad spectrum of business industries and people.

**Essential Duties & Responsibilities:**

- Managing logistics, promotions and all aspects of the Chamber's signature events including downtown events from the Downtown Henderson Partnership committee.
- Assisting in soliciting, securing and growing sponsorships for each event.
- Create press releases for all Chamber events.
- Work with Agriculture, Membership, Government Affairs, Education/Workforce and Downtown committees to implement successful events and programs.
- Attendance and involvement in appropriate City of Henderson, Henderson County, and regional events, programs and organizations at the request of the Chamber President.
- Promote Chamber memberships to prospective nonmembers by communicating Chamber benefits.
- Assisting in the administrative day to day operations of the Chamber of Commerce.
- Other duties as assigned.

**Skills and Abilities:**

- Strong written and verbal communication and public speaking skills.
- Proficient in the use of Microsoft Office products.
- Proficient with utilizing social media in a professional setting
- Must be flexible and able to work evenings and weekends as needed.
- Relentless positive energy and professionalism.

Location: Henderson, KY

Salary: \$42,000

In addition to base salary benefits include retirement, health and cell phone allowance.

Please send resume and cover letter to [lindsay@hendersonkychamber.com](mailto:lindsay@hendersonkychamber.com) no later than February 17, 2022.

Questions? Please contact Lindsay Locasto, Chamber President at 270-826-7505 or [lindsay@hendersonkychamber.com](mailto:lindsay@hendersonkychamber.com)