**Program & Event Coordinator**

Rome, Ga / Full-Time

**Introduction:** *The Rome Floyd Chamber is a non-profit membership organization established in 1910 working to promote prosperity in Rome and Floyd County for and through its business membership.*

**Sneak Peek into The Rome Floyd Chamber:** Here at the Rome Floyd Chamber, we empower our employees to take the wheel for their professional journey through a fun-working environment and provide great opportunities for continued professional development. Not only are we an organization that is rooted in hard work and dedication to the members we serve, but we also find the time to celebrate our team’s achievements, no matter the size. Through events such as Staff Appreciation Lunches, Business After Hours Receptions, Staff Retreat, & more, the Rome Floyd Chamber is dedicated to recognizing the work committed on all levels.

**Statement of Position:**

*The Program & Event Coordinator will be responsible for the planning and implementation of all diversity and inclusion programs, leadership programs, nonprofit roundtable, as well as planning the annual meeting and assisting other staff members with events when needed.*

**What You’ll Do:**

Diversity & Inclusion Program:

• Coordinate and plan for D&I programs

• Create and Maintain Minority-owned business directory

• Plan and implement Minority Business events as well as maintain relationships with key parties

Leadership Rome (LR) and High School Leadership Rome (HSLR) programs:

• Organize and plan leadership programs from nominations to selection process through graduation.

• Prepare notebooks for LR participants, coordinators, and shadows.

• Work with the coordinator team to determine session topics and members to visit, providing information about areas coordinators may not be aware of.

• Maintain tuition payments and attendance records to ensure requirements are met by each participant.

Leadership Rome Alumni (LRA) program:

• Maintain membership records for Leadership Rome Alumni.

• E-mail LRA invoices for dues and track active (dues paid) alumni.

• Prepare invites to the three opportunities for alumni to meet yearly: Leadership Rome Alumni Reception, Leadership Rome graduation, and High School Leadership Rome graduation.

Non-Profit Roundtable

• Plan and implement quarterly Non-Profit Roundtable meetings.

• Maintain a Nonprofit Directory as well as the needs of each group.

Other duties as assigned:

• Plan the annual meeting and assist other staff members with events when needed

**What You’ll Need:**

* **Bachelor's Degree or relevant experience required**
* Must be able to exercise independent judgment and make decisions necessary to achieve success in assigned areas.
* Must have Organizational and planning skills.
* Must be self-motivated, high energy, and organized with strong attention to detail.
* Have excellent communications skills, including Strong research, editing, proofing, and writing.
* Be Proficient in verbal and public presentations, research, and project management.
* Be Proficient in Microsoft Office applications including Microsoft Word, Microsoft Outlook, Microsoft Excel, and Microsoft PowerPoint.
* Ability to work a flexible schedule including weekends and/or evenings as required by events.
* Ability to professionally advocate on behalf of the Chamber and stated objectives.
* Ability to complete projects with limited supervision and direction.
* Ability to function as a member of a high-­‐performance team.
* Ability to develop and maintain good working relationships with staff, volunteers, Chamber members, and the public.
* Have Extensive Computer, Audio/Visual, and Social Networking experience.

**Great Benefits Include:**

* Salaried Position
* Paid Time Off and sick pay offered
* Health Insurance
* Life Insurance
* Retirement Plan (available 1 year after employment)
* Other Voluntary Insurances

**How To Apply:**

Please send all resumes to **Pam Powers-Smith –** [**psmith@romega.com**](mailto:psmith@romega.com)

**No phone calls.**

Resumes are due by ***Monday, December 13, 2021*.**

**Equal Opportunity Employer:**

The Rome Floyd Chamber is committed to the principles of Equal Employment Opportunity. The employment practices and decisions of the organization will not be influenced or affected by an applicant or Associate's race, color, sex, religion, creed, national origin, ancestry, age, disability, handicap, sexual orientation, marital status, AIDS/HIV/AIDS-related complex status, protected genetic information, sickle-cell trait, veteran status, or any other protected class.