MAINE
STATE
CHAMBER
of
COMMERCE

Director of Events & Programs

Location – 128 State St. Augusta, ME 04330
Reports to Director of Operations

Position Overview:

The Director of Events & Programs is an integral part of the Chamber's mission to make members aware of the political, economic, and business regulation outlook in Maine. The position works closely with other State Chamber team members to organize, plan, coordinate and execute a wide range of in person and virtual events. The Director of Events & Programs also assists with developing and distributing various communications, social media, and branding materials.

About the Maine State Chamber of Commerce:

The Maine State Chamber of Commerce is Maine's largest and oldest business association. The organization aims to ensure a positive business climate, economic growth, and favorable legislation to allow Maine businesses to stay competitive on local, national, and global levels. The Maine State Chamber of Commerce pursues this mission through advocacy, grassroots calls to action, and sharing information. The Maine State Chamber of Commerce provides its members with Access, Advocacy, and Awareness. Join us at The Maine State Chamber of Commerce where you can help be ***The Architect of Maine's Future Economy***

Responsibilities:

- Plan, organize, and oversee all State Chamber events and programs.
- Bring fresh concepts forward that align with the mission of the MSCC.
- Oversee Maine Association of Chamber of Commerce Executives (MACCE) program.
- Responsible for the project management cycle of each event & program offered by the Chamber.
- Assist communications in the development of marketing and sponsorship kit materials.
- Work with Advertising & Sponsorship team to ensure proper and timely placement of advertisements purchased by sponsors and ensure sponsorship deliverables.
- Assist as needed with MSCC board meetings.
  Other duties as assigned by Director of Operations and President/CEO.

Qualifications:

- Bachelor's degree or equivalent experience in marketing, hospitality management, project management, business, public relations, communications, or a related field of study
- At least five years of experience working in event planning and project management, hosting both webinars and large in-person events, or experience working in a related field.
- Strong business acumen

- Proven experience creating and developing new events and programs, helping an organization to grow financially.
- Excellent written, oral, and public speaking skills with strong interpersonal communication and organizational skills
- Experience using the following computer software:
    - Microsoft Office suite (Excel, Outlook, Word, PowerPoint, Publisher)
    - Zoom
    - Constant Contact
    - Word Press
    - Google Workspace
    - Canva
    - Avery online
    - Adobe suite
    - Facebook
    - Project Management software

Specifications:

The ideal candidate is creative, team oriented, and a stickler for details and deadlines. The ideal candidate will be able to monitor and oversee multiple projects, collaborate with others for new ideas, and develop a high-quality product while being sensitive to expense budgets.

Requirements:

- Must be available for early morning events, evening events, and must be willing to travel for events for 2+ days at a time.
- Ability to collaborate with Chamber staff, president/CEO, and others to accurately complete work assignments.
- Ability to operate a computer and other office equipment, including but not limited to a calculator, copy / scanner machine, printers, projector, TV.
- Occasionally, must be able to manually move up to 50 pounds across long distances to assist with event setup.

Job Type

Full time

Pay

$70,000

Benefits

- ✓ 401(k) with company matching.
- ✓ Dental insurance
- ✓ Health insurance
- ✓ Life insurance

- ✓ Vision insurance
- ✓ Vacation accrual (based on years of service)
- ✓ Short & Long-term disability

Schedule

Monday thru Friday 8:30 am - 5:00 pm with some early mornings and evenings

This is a hybrid position with days at MSCC office in Augusta, travel inside and outside of Maine, and remote work.

Dress code

This person will be expected to maintain a professional business appearance.

Interested applicants please contact: Dawn True at DawnT@CapitalAreaStaffing.com