

Meeting & Events Coordinator

Chicagoland Chamber of Commerce | Chicago, IL

The Meeting & Events Coordinator is responsible for supporting more than 100 events and large meetings (virtual and in-person) annually, from pre-planning to post-analysis, which includes generating new ideas, planning meeting and event logistics, creating and managing run of shows, working with sponsors and partners, managing registration and payment processing, and more. Additionally, the Meetings & Events Coordinator will support the management of event budgets and marketing and communications.

The Meeting & Events Coordinator has experience in managing meetings and events and is a collaborative, detail-oriented professional with a keen focus on the overall attendee experience. The Meeting & Events Coordinator will join the Marketing & Communications department and report to the Manager of Events.

Essential Duties & Responsibilities

- Support the planning and implementation of events that support the Membership, Programs, Government Relations and Operations departments, as well as Office of the President & Chief Executive Officer and Board of Directors
- Assist in the development and execution of logistical plans for the Chamber's four Signature Events, which includes logistical aspects of the event from concept to analysis
- Identify large meeting and event locations and manage meeting and event details, including coordinating site visits, food and beverage, décor, entertainment, and equipment for in-person events
- Utilize Chamber customer relationship management technology to support meetings and events, including event creation, registration, payment processing and invoicing
- Find opportunities for branding, advertising, marketing, communications and promotions, and partner with Marketing leads to execute tactical plan
- Prepare events reports and analysis, including financial reports, after action reviews and registration reports

May perform additional duties as assigned

Skills, Knowledge & Abilities

- Excellent project management and team facilitation skills
- Excellent analytical and problem-solving skills
- Strong knowledge of Microsoft Dynamics, Zoom and Microsoft Office Suite (Word, PowerPoint, Excel, Outlook, Teams and OneDrive)
- Understanding of the meeting and event industry and ability to implement best practices
- Ability to remain in a stationary position 50% of time and be able to occasionally lift boxes weighing up to 30 lbs.
- Availability to work beyond regular business hours, including early mornings and evenings

Education & Experience

- Bachelor's degree in hospitality, marketing, public relations or equivalent preferred
- Minimum of 1 year of related work experience preferred

About the Chicagoland Chamber of Commerce

The Chicagoland Chamber of Commerce is a nonprofit organization that represents more than 1,000 member companies, which collectively employ 400,000 employees and generate \$24 billion in revenue. The Chamber combines the power of membership with its legacy of leadership and business advocacy to drive a dynamic economy. To learn more, visit www.chicagolandchamber.org.

To learn more or apply for this position, please send a copy of your resume and cover letter to [Sara Barnett](mailto:SBarnett@chicagolandchamber.org), Senior Vice President of Operations & Administration, via email (sbarnett@chicagolandchamber.org) and include the position title in the Subject line.