

# VIRGINIA CHAMBER

THE VOICE of BUSINESS

The Virginia Chamber of Commerce seeks a full time Program & Event Manager. The Program & Event Manager will report to the Sr. Vice President of Programs for the Virginia Chamber Foundation and will be responsible for managing events for the Virginia Chamber Foundation.

General responsibilities include: coordinating with potential sites for meetings, collecting proposals and contracts for selected facilities, scheduling site visits, corresponding with stakeholders and event attendees, creating and managing event budgets, ordering rentals and supplies, managing websites and registrations using EventBrite, and assisting in the development of promotional flyers and emails.

Position requirements include: knowledge of meeting venue contracts, event planning and program management, excellent customer service skills, exceptional project management and problem solving skills, reliable transportation, and proficiency in Microsoft Office Suite.

The ideal candidate will have a positive attitude, be energetic, self-motivated, detail oriented, communicate clearly and professionally, possess outstanding organizational and interpersonal skills, work harmoniously and cooperatively, be able to handle a myriad of details and follow-up items, work independently and with direction, and represent the Chamber in a positive and professional manner at all times in the community.

Minimum of 2 years of experience in the meeting and event planning field required. Salary will be based on experience. The Chamber provides a benefits package that includes health/dental insurance and 401(k).

Please send introductory letter, resume, and professional references to [d.hale@vachamber.com](mailto:d.hale@vachamber.com) or mail to the Virginia Chamber of Commerce, 919 East Main Street, Suite 900, Richmond, VA 23219, ATTN: Donna Hale, Vice President of Operations and Human Resources, **on or before November 30<sup>th</sup>**. No phone calls please.

The Virginia Chamber of Commerce is an equal opportunity employer.