



Programs & Events Coordinator JOB DESCRIPTION

Position: Programs & Events Coordinator
Reports to: Director of Events & Programs
Position Type: Full-Time

About the Round Rock Chamber

For 75 years, the Round Rock Chamber has advanced the business community, improved quality of life, and increased prosperity for our region. The Chamber does this by acting as a catalyst for business growth, a convener of community leaders and influencers, and a champion for stronger communities. By focusing on meaningful and measurable results in support of our approximately 850 members and the City of Round Rock, we're ensuring our community remains the preeminent destination to live and work in Texas.

Job Summary

To effectively accomplish this mission, the Round Rock Chamber is seeking a dynamic, detailed, goal-oriented and results-driven professional to serve as our Programs & Events Coordinator to support the execution of high-caliber events and programs that serves to attract, retain and engage our investors and stakeholders.

The Programs & Events Coordinator is a cross-functional role that works collaboratively to manage relationships and elevate the organization's investor experience by organizing and managing a variety of ongoing programs and member engagement initiatives. The individual in this role will organize and manage key Chamber programs including Leadership Round Rock, Ascend, and Young Professionals, while supporting other signature events, luncheons, mixers and councils.

The coordinator will help manage all program planning and logistics, budgets and engagement strategies, working closely with volunteers, staff and event presenters. Other responsibilities include supporting program growth, developing new initiatives, assisting with marketing efforts and ensuring seamless on-site event execution.

Key Responsibilities and Duties

- Create and execute strategic programs and engagement opportunities designed to elevate customer experience and ensure member companies make the most their investment.
- Manage the planning, promotion and seamless execution of key Chamber programs including Leadership Round Rock, Ascend and Young Professionals.
- Provide direct support on all Chamber signature/major events, luncheons, mixers and other committees and councils.
- Collaborate with staff and volunteers to create compelling program content and secure event speakers.

- Manage and provide logistical support for all programs and events including registration, on-site support, and other event coordination as required.
- Contribute to program growth by developing new initiatives that enhance member engagement, recruit new investors and support ongoing growth of the organization.
- Support organizational objectives to ensure the Chamber effectively meets or exceeds annual new member revenue, engagement and retention goals.

Job Requirements

- Strong organizational skills with the ability to manage multiple projects and meet deadlines.
- Ability to work both independently and collaboratively in a proactive and priority-based manner.
- Excellent verbal and written communication.
- Ability to plan and lead meetings, both internal and external to the organization.
- Exhibit discretion and judgment to maintain confidentiality of all information both external and internal to the Round Rock Chamber
- Perform work responsibilities in an office setting at the Chamber during regular business hours (Monday to Friday)
- Participate in Chamber and Member events at locations throughout our region, some which may take place during evenings and weekends
- Ability and aptitude to gain a strong understanding of the Chamber, our programs and services, and the community while having the skills to communicate relevant information to prospective members and stakeholders
- Perform duties while exhibiting the Chamber's core values (Integrity, Unity, Collaboration, Innovation, Transparency, and Professionalism)
- Possess a strong work ethic and act as a reliable and dependable team player, poised to assist Chamber staff and volunteers
- Ability and aptitude to work with CRM systems and learn HubSpot, ZoomInfo, and other tools
- Readiness to potentially travel within Texas and out of state to support Chamber initiatives
- Willingness to perform all other duties as required

The ideal candidate for this role has:

- Minimum of 2-3 years of event planning, investor relations, marketing, business development, fundraising, or other related experience
- Excellent oral and written communications skills
- Ability to provide excellent customer service and exercise utmost professionalism
- Preference for fast-paced, goal and team-oriented environment
- Ability to work well under pressure and deadlines, with minimal supervision
- Possesses strong work ethic and is a reliable and dependable team player
- Ability to work well with all levels of internal and external contacts, including volunteers, leadership and staff.
- Proficiency in Windows, Microsoft Word, PowerPoint, Excel, and Outlook
- Experience with event, marketing or investor management systems (Atlas, HubSpot, Mailchimp)
- Bachelor's degree preferred; can be substituted with some post-secondary education and/or relevant professional experience