

COORDINATOR, VIRTUAL EVENTS

U.S. CHAMBER OF COMMERCE FOUNDATION, HIRING OUR HEROES

GENERAL DESCRIPTION OF DUTIES:

Incumbent is responsible for supporting the planning, production, and analysis of live and recorded virtual programming, career training sessions, and networking engagements designed to connect military-affiliated talent with meaningful career opportunities.

KEY ATTRIBUTES AND RESPONSIBILITIES

- Collaborator: Influence and align with key internal and external stakeholders with an emphasis on customer and client support.
- Detailed operator: Adhere to established processes and procedures and manage multiple projects simultaneously.
- Entrepreneurial problem solver: Promote continual creative improvement and actively contribute to a culture of innovation, excellence, and accountability.
- Results-driven self-starter: Comfortable with ambiguity and the ability to push through indecision to propose new ideas and deliver results
- Strong communicator: Exceptional verbal and written communication skills and the ability to present instructions, updates and reports to internal and external peers, leaders, and customers.

DUTIES

- Assist in planning, preparation, and scheduling of virtual programs and events.
- Manage virtual event calendar and event invitation processes. .
- Support in post-event related activities and follow up, including event materials, data collection, reporting, analysis, and other duties as assigned.
- Maintaining team files and event database/CRM.

SUPERVISION RECEIVED

Incumbent reports to the Deputy Director of Virtual Events, Hiring Our Heroes, and will receive detailed guidance and instruction on assigned tasks. Incumbent is expected to work collaboratively with all staff at the U.S. Chamber and internal and external partners, to include government entities. Incumbent must exercise sound judgment in making and executing decisions, demonstrate initiative in carrying out responsibilities, and keep leadership informed of plans, progress, and results.

KNOWLEDGE, SKILLS & ABILITIES

Requires relevant experience in virtual event production platforms, event management and/or operational planning; excellent organization, communication, time management, and customer service skills; ability to work independently and as part of a team and at all levels of the organization; computer proficiency in MS Office (Word, Excel, Access, and PowerPoint); ability to deliver outstanding service in a fast-paced, demanding environment.

EDUCATION & EXPERIENCE

Requires 2+ years of experience in a professional setting. Experience with the military community and technical proficiency preferred.

LOCATION

This is a 100% remote work role. Must reside in the U.S. or U.S. Territories.