



VACANCY POSTING

POSITION: EVENTS & PROGRAMS MANAGER

Do you thrive on bringing people together for a spectacular event or program that will help provide value to someone's business? Seeking a faster paced environment where no two days are ever quite alike? Want to be a part of a workplace and culture that is driven by relationships and quality interactions, and committed toward being a leading DEI innovator?

ABOUT THE LAX COASTAL CHAMBER

The LAX Coastal Chamber of Commerce is looking for a dynamic, outgoing, relationship-driven, customer service-focused, task master to join its growing leadership team as its next Events & Programs Manager.

Since 1953, the LAX Coastal Chamber of Commerce has promoted business and enhanced the vitality of the communities of Westchester/LAX, Marina del Rey, Playa Vista, Playa del Rey, Del Rey, Ladera Heights and surrounding beach cities of Los Angeles, California. The Chamber currently represents 575 diverse businesses across the Coastal region and they are supported through DEI (diversity, equity, and inclusion), member services, educational programs, strategic partnerships, community outreach, and legislative advocacy.

The LAX Coastal Chamber has 5 core values that serve as the guiding principles and culture of the organization.

- #1) We believe trust and respect are foundational for building strong community connections and long-term relationships.
- #2) We create networking and community events that are fun, inclusive, and engaging to ensure everyone feels a sense of belonging.
- #3) We are a diverse team, working together to achieve ambitious results.
- #4) We train and develop our team to be adaptable to the environment and accountable to meet the needs of our members.
- #5) We are political business-to-business advocates and provide resources to help our members thrive.

Classification: Regular, Full-Time Hourly (40 hours per week), Non-Exempt Position

Reports To: President/CEO

Position Summary:

The Events & Programs Manager plays a critical role in ensuring that all monthly events, signature events, and programs at the LAX Coastal Chamber are executed at the highest standards for our Chamber members and guests to create high value experiences. Along with playing a critical role with events and programs, this position plays an integral role in



supporting members and membership initiatives to ensure retention and satisfaction remain at its highest level.

As a key member on our leadership team, it is important that the Events & Programs Manager is a team player and can quickly adapt to play critical roles as needed.

Critical Job Functions

The following describe the critical functions of the role but may not provide an extensive list of job responsibilities and duties.

EVENTS & PROGRAMS

- Works with Chamber team to execute Signature Chamber Annual Events, monthly networking programs, and select committee groups.
Key day-to-day roles include:
 - Build out the Chamber event calendar each month with key logistics, etc.
 - Collaborate with President/CEO on signature event plans to ensure event financial goals and end outcomes are met.
 - Collaborate with Communications to ensure all program and event marketing materials are developed and distributed through various channels on time to ensure event outcomes are met

MEMBER RETENTION & ENGAGEMENT

- Works collaboratively with the Membership Team to develop strategies that drive member participation and engagement.
- Supports Membership with member retention follow-up and takes initiative to help engage members in the Chamber community.
- Collaborates with Membership on the annual advertising sales with the LAX Coastal Magazine.
- Master the membership, registration, and customer relations management functions of the Chamber's database and effectively utilize it to maximize efficiencies.
- Perform clerical duties: correspondence; proofreading; check links on Chamber website; research bounced-back emails and remove recipients from email lists; monitor and resolve outstanding credits and payments due; assist as backup for reception.

Skills and Qualifications

- Strong customer service ethic required
- 2+ years' experience working events and assisting development efforts for an organization, or commensurate experience such as project or people coordination, office administration, etc.



- Strong verbal skills; demonstrated written communication skills
- Ability to work well with people, to motivate members, staff, and volunteers
- An effective & decisive problem solver, with a strong work ethic
- Experience or interest in assessing and evaluating programs and implementing changes.
- Ability to attend early morning and evening events required
- Flexibility, ability to work under pressure and to prioritize and coordinate multiple projects
- Solid computer skills, familiarity with Microsoft Office Suite highly desired
- Experience preparing tracking reports using spreadsheets; strong database skills (Excel and Access preferred)

Effect on End Results

- **The Chamber's Signature Events meet and exceed goals both financially and from a member experience standpoint.**
- **Increased level of member engagement across the entire membership which includes increased event participation by multiple company representatives, frequency in attendance, and media communication engagement**
- **Increased levels of member retention**

How to Apply:

Please submit your resume, cover letter, and at least three professional references to laxcoastal@gmail.com no later than Friday, January 28, 2022 for consideration.

Hiring Timeline:

Applications Due: Friday, January 28, 2022

Interviews: Early February

Anticipated Start Date: As Soon As Possible (By March 1, 2022)

Employment Details

The Chamber is committed to the health, safety, and well-being of all our employees, and takes seriously its duty to provide and maintain a provide a safe place to work, including reducing the threat and harm that the COVID-19 pandemic poses to the Chamber's employees and their families; our members and partners; and the community at large. **Consistent with this commitment, all eligible candidates are required to be fully vaccinated and boosted against COVID-19 to be considered for employment.**

The Chamber is committed to internal and market equity. **The compensation for this position is \$21.00-\$23.50 hourly (\$43,680-\$48,880) + bonus/commission** The Chamber provides a comprehensive and competitive benefits package including but not restricted to:

- Medical/dental/vision benefits
- Vacation/sick/holiday pay



- 3% Employer-matched Simple IRA Contribution
- Generous holiday schedule and paid days off

Our Chamber along with its programs celebrates diversity and the importance and value it brings to our organization. We are intentionally and actively seeking out applicants from a variety of backgrounds.

The Chamber is an equal opportunity employer. All employees and potential employees will be recruited, selected, trained, promoted, and, if necessary, disciplined without regard to sex, race, religion, creed, marital status, age, national origin, ancestry, color, sexual orientation, gender identity or expression, political ideology or activity, disability, honorably-discharged veteran or military status. All applicants are carefully screened, and full consideration is given to their training, education, skills, aptitudes, experience, and previous work record.