

**BOISE METRO CHAMBER OF COMMERCE  
JOB DESCRIPTION**

**Job Title:** Programs Coordinator  
**Reports to:** Leadership Development Manager  
**Job Classification:** Full-time, non-exempt  
**Date Last Revised:** June 15, 2022

**SUMMARY**

Provides clerical and administrative support for Chamber programs such as BYP, LB and LBA, and manages the auction for the Annual Gala.

**Minimum Requirements**

Associate's degree from college or technical school or equivalent combination of education and experience and a minimum of one year of professional work experience. Requires excellent written and verbal communication, customer services skills, organizational, planning, time management, self- motivation, attention to detail, accuracy and thoroughness, the ability to remain calm and level-headed under pressure. Must also have initiative, flexibility, the ability to prioritize and cope with last-minute changes while under pressure and strong computer skills (Microsoft Office and customer relationship management software). Must be able to operate a multiline telephone system, sit for extended periods of time, stand and bend to file, and lift boxes weighing 30 pounds. Experience with a membership-based organization, photography, social media and graphic arts (Adobe InDesign, Photoshop and Illustrator) are preferred. Requires a valid driver's license and own vehicle with insurance to travel to various locations. Ability to work varying hours as evening and early morning time may be required at times.

**Essential Job Functions**

To perform this job successfully, an individual must be qualified to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be available, upon request, to enable individuals with disabilities to perform the essential functions.

- Manages auction for Annual Gala fundraiser.
- Assists with organizing and coordinating programs including working with volunteers and Leadership Teams for Boise Young Professional.
- Assists with organizing and coordinating events such as: BYP Monthly Luncheons & Socials, and large yearly events (BYP Annual Celebration, b|on Board, b|wise, annual events, etc.).
- Assists with organizing, coordinating, and taking minutes for committee meetings for Boise Young Professionals.
- Assists with events such as: LBA and LB Sessions, and large yearly events (LBA Graduation, LB Alumni Reunion and Graduation, LB Golf, etc.) for those programs listed above and others.
- Assist with preparing for LB and LBA sessions, including evaluations, name tags, communicating info to attendees, drink tickets, door prize slips, sign-in sheets, transportation, venues, meals, and other items as needed.
- Event registrations for those programs listed above and others.
- Attends BYP and LB planning meetings when Leadership Development Manager is unavailable.
- Prepares correspondence, maintains documents, spreadsheets, and computer reports and conducts light research for committees and activities as requested.
- Manages daily changes required to maintain accurate membership records in customer relations management database, Wufoo, and mailchimp for BYP and other programs.
- Sends out membership renewal information for BYP, LBAA and other programs as needed.
- Provides back-up for BYP Website changes.

- Assists with BYP and Leadership Boise programs social media pages.
- Performs other clerical duties as needed, such as filing, photocopying, memos, reports, routine correspondence, and collating.

**Marginal Job Functions**

- Provides back-up for daily deposit to bank(s).
- Occasionally covers the receptionist’s desk to answer telephones and provide reliable information on Boise business. Occasionally covers receptionist’s desk for vacations.
- Provides assistance with special projects as requested.

**Supervisory Responsibilities**

This position has no supervisory responsibilities.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; perform tasks requiring manual dexterity such as keyboarding, filing, stapling, sorting, and collating; and talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

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Employee

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Date

\_\_\_\_\_

Supervisor

\_\_\_\_\_

Date

\_\_\_\_\_

President & CEO

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Date