

## BOISE METRO CHAMBER OF COMMERCE

### JOB DESCRIPTION

**Job Title:** Programs Coordinator

**Reports to:** Senior Leadership Development Manager

**Job Classification:** Full-time, non-exempt

**Date Last Revised:** May 3, 2023

#### **SUMMARY**

Provides clerical, administrative and event support for Chamber programs such as BYP, LB, LBA, (the) Youth Ambassador Committee and LB Alumni Association and manages the auction for the Annual Gala.

#### **Minimum Requirements**

Associate's degree from college or technical school or equivalent combination of education and a minimum of two years 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, and the ability to prioritize. This position requires the ability to cope with last-minute changes (while under pressure) and strong computer skills (experience with Microsoft Office, Squarespace, Wufoo, and CRMs are preferred). 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, social media and graphic arts (Adobe InDesign, Photoshop or Illustrator) are desired. Requires a valid driver's license and own vehicle with insurance to travel to various locations. Ability to work varying hours (occasional early morning meetings, and/or evening events) 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.

- Works with volunteers and Leadership Teams for Boise Young Professionals.
- Assists with posting and coordinating BYP events, such as: monthly Lunch & Learns, socials, meetings, and community events and programs (b|on board, b|voting, b|wise).
- Provides administrative support for large annual BYP events such as the Celebration and YP Summit
- Assists with organizing and coordinating committee meetings for Boise Young Professionals, occasionally attending such meetings and helping to take minutes.
- Assists with event planning and execution for: LB Planning meetings, LB Sessions, LBA sessions, and large yearly events (LBA Kick-off, LBA Graduation, LB Alumni Reunion and Graduation, LB Golf, and others) for those programs listed above.
- Prepare LB and LBA session packets (as provided by LB Planning teams) including: evaluations, name tags, drink tickets, sign-in sheets, communication emails to attendees, and maintain program supplies.
- Prepare event registrations for those programs listed above and others.
- Attends BYP and LB planning meetings when Senior 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 Constant Contact (primarily for BYP).
- Assist with sending out membership renewal information for BYP and the LB Alum Assn.
- Helps to design and maintain the BYP website.

- Communicates with Mar/Comm staff regarding Leadership Program events and announcements to be posted to the Boise Chamber website (Leadership Programs pages).
- Manages auction for Annual Gala fundraiser.
- Performs other clerical duties regularly, including: photocopying, Zoom meeting scheduling, Google Drive maintenance, and routine correspondence, and report collating.
- Provides assistance with special projects as requested.

#### **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.

#### **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 30 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

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Supervisor

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Date

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President & CEO

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Date