



## **Director of Programs**

### Job Description

Under the supervision of the Jenks Chamber of Commerce President, will perform a variety of functions related to management of chamber events and helping further the Chamber's mission.

#### **Position Responsibilities:**

- Serve as primary staff lead for planning and executing programs and ensuring budget goals are met for programs including, but not limited to:
  - Inaugural Banquet
  - Jenks Chamber Open golf tournament
  - Jenks America Food Truck Festival
  - Women in Business events
  - Monthly Luncheons
  - Leadership Jenks
- Serve as director of The Hive and Hive arts programming
- Assist members on retention and engagement related matters
- Prepare meeting/event agendas, minutes, scripts, PowerPoint presentations, etc.
- Become proficient with chamber management software
- Attend meetings, programs and events during nonstandard hours
- Solicit sponsorships for all programs and assist with other Chamber functions
- Work with membership department to increase member value-add
- Assist with development of new programs and evaluation of current programs
- Manage registration for chamber programs and events

#### **Qualifications**

- Four-year college degree preferred
- Experience in event management and execution
- Strong communication and writing skills
- Ability to function in a multi-person office and assist with tasks and office needs as they arise
- Ability to act independently and meet deadlines and goals
- Minimum software experience:
  - Microsoft Office products (Office 365)
  - Ability to learn web-based chamber management software and event registration programs
- Solutions-based approach to work and problem solving

To apply, email your resume to [josh.driskell@jenkschamber.com](mailto:josh.driskell@jenkschamber.com).