



The Director of Events at the Bixby Metro Chamber of Commerce manages the planning, budget, execution and committees and volunteers (where applicable) of all events. This position serves as a resource to other Chamber staff in the execution of programs and events for both the Bixby Metro Chamber and the Bixby Development Foundation.

**Please apply if you:**

- Enjoy working with the public and are comfortable being an event host,
- Are detail oriented and comfortable working on multiple projects at once,
- Have strong written and verbal communication skills,
- Have good working knowledge of Microsoft Office and Adobe Creative Cloud programs
- Are professional and presentable,
- Have an interest in community building,
- Are creative and proactive about creating new systems to help work flow,
- Have a good sense of humor, are flexible and understand the needs & challenges of working with a membership based non-profit

**Competencies (Knowledge, Skills and Abilities)**

- Exceptional interpersonal skills (requires diplomacy, tact and a clear, courteous and professional manner when dealing with the public)
- Ability to handle multiple tasks simultaneously
  - Flexible; openness to a variety of work and skill levels
  - Attention to detail and deadlines
  - Ability to effectively manage others
  - Ability to self-direct workload and prioritize
  - Initiative to move projects forward
  - Ability to work cooperatively with staff and volunteers in a team environment
  - Able to travel independently to and from events
  - High energy level and a sense of humor essential

**Position Requirements**

- Chamber Management Institute Certification – Oklahoma Chamber of Commerce Executives (Must be achieved within 1 year of employment, if not currently attained)
- High School Diploma or GED
- Event Management Experience (1-2 Years)

[CLICK HERE](#) to apply for the position.