Job Description
Senior Coordinator, Small Business Programs

Founded in 1888, the Los Angeles Area Chamber of Commerce represents the interest of business in L.A. County. As the region’s largest business organization, with more than 1,650 member companies, the Chamber’s mission is to champion economic prosperity and quality of life in the L.A. region by being the voice of business, promoting collaboration and helping members grow. Our work revolves around policy advocacy, leadership development, technology, international trade, education and workforce development and business development programs. For more information, visit www.lachamber.com.

Position
The small business program coordinator works in the Center for Small Business Success of the Los Angeles Area Chamber of Commerce and reports to the Manager, Programs. This is a full-time (40 hours per week), non-exempt hourly position with full benefits including accrual of 10 paid sick days annually, approximately 15 paid holidays, and vacation starting at an accrual rate of 10 paid days per year; 100 percent employer paid Medical/Dental/Vision Insurance for employee only; 3 percent employer contribution to 401(k); Flexible Spending Accounts (FSA); Long Term Disability; Life Insurance; and Metro commuter/transportation benefits; 529 College Savings Plans; Employee Assistance and Wellness programs.

Job Description
- Develop and deliver professional programs, courses and events that meet the needs of Chamber small business members and markets
- Oversee and facilitate all aspects of meeting planning from site selection, vendor negotiation, partnership negotiation, event registration, marketing, onsite staffing and post-event reporting
- Research and develop new opportunities with regard to business development programing
- Send and track correspondence with speakers and sponsors/exhibitors
- Sell sponsorships and execute sponsorship deliverables
- Create and manage budgets and collection of registration, sponsorship income and event budget reconciliation
- Data entry and daily administrative functions
- Develop and maintain solid relationships with vendors, exhibitors, sponsors, partners and volunteers
- Coordinate the marketing and communications strategies, event materials and signage with the marketing and communications department
- Staff events and manage onsite event registration
- Other duties as assigned by the Manager, Programs

Requirements
- Minimum three year experience in program and events or related field preferred
- Excellent written, verbal and interpersonal skills
- Strong critical strategic thinker with organizational, time management and project management skills
- Must have great interpersonal skills and the ability to manage through stressful situations
- Ability to work well with volunteers and staff at all levels
- Attention to detail and deadlines
- Able to travel independently to and from events
- Must maintain Notary
- Proficiency with Microsoft Office Suite as well as database technology
Supervisory Responsibility:
This position has no supervisory responsibilities.

Working Conditions/Physical Demands:
The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. The Los Angeles Area Chamber of Commerce provides reasonable accommodation to enable individuals with disabilities to perform the essential functions. This position requires:

- Work that may be performed in an intense, fast-paced office environment, depending upon assignment.
- Requires reliable transportation to attend off-site meetings and events.
- Requires ability to understand verbal communication and to respond effectively.
- Positions in this class typically require: reaching, typing, grasping, feeling, talking, hearing, seeing, standing for long periods of time and repetitive motions in computer use.
- Requires learning and adapting new software.

The Los Angeles Area Chamber of Commerce is an equal opportunity employer, dedicated to promoting a culturally diverse workforce. All Qualified applicants will receive consideration for employment without regards to race, color, religion, gender, or national origin.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.

If interested in applying, please email your resume and cover letter to resume@lachamber.com. Please include in the subject line of the email: “Senior Coordinator, Small Business Programs.”