

Social Media & Event Coordinator

Job Description:

Must have good people skills; attend events and have ability to network and foster relationships with Investors. Stay up to date with community events and current events.

Professional presence at events, in the office and on the phone-will be calling and working with City and County Officials, other legislatures, business owners and managers, etc.

Proficient in:

Microsoft Word, Excel, Publisher, PowerPoint, Canva and InDesign or something similar for creating marketing materials; writing skills for Press Releases; proficient in social media for businesses (Facebook Business Manager, Tweetdeck, Hootsuite, etc.).

Able to come early and stay late for events; help with prep and set up of events as well as clean up.

Job includes creating events: scheduling them, making the invite and press releases, communicating with all parties involved (host(s) of the event, guest speaker(s), sponsors, etc.), promote the events via social media and other avenues.

Detail oriented and ability to multi-task: log and keep organized all RSVP's, applications and forms for events; will be running and scheduling many events at once (sometimes 10+ events per month)

Other duties include running the High School Leadership Program (a program that meets once a month for 8 months with juniors and seniors from the local high school that teaches them about themselves and how to be better leaders in the community along with learning more about how their community works and how they can get more involved).

Open and earnest with helping in any way-from the smallest detail to running errands, helping with bulk mailings and more.

Need to be on time, flexible, go with the flow.

Job Details

- Have a Social Presence and be at all Events
- Coordinate Events from Start to Finish
- Create Marketing Materials for the BG Chamber of Commerce
- Social Media Marketing (Facebook, Instagram & Twitter)
- Assist with ACT BG and other Project Teams
- Coordinate the High School Leadership
- General Office Work