

Director of Special Events

Central Bucks Chamber of Commerce

About the Organization

Central Bucks Chamber of Commerce (CBCC) is a non-profit organization located in Doylestown, PA.

The mission of the organization is to promote successful business activity in the Central Bucks County area of Pennsylvania. The CBCC is home to nearly 1,500 businesses in and around Bucks County, PA. The Chamber is the largest Chamber of Commerce outside of Philadelphia featuring active committees and a robust member engagement. It hosts a year-round calendar of events and programs for members and the public at large, and a publication – The Business & Arts Journal, as well as a strong social media presence.

Essential Functions

- The Director of Special Events will assist in the creation, development and implementation of special events and programs for the Chamber membership/Bucks County community
- Support Executive Director of Marketing & Special Programs
- Serve as liaison and interacts with Committee Chairs and Board of Directors
- Partners with business leaders in the Bucks County Community on Chamber initiatives
- Develop and perform all facets of the events in a manner to ensure outstanding execution
- Implement site inspections, when necessary, planning meetings and events and communicates with the internal team and committee chairs on an ongoing basis to ensure events are on schedule and all goals are met.
- Builds and maintains positive relationships with vendors/venues
- Provides outstanding service in accordance with the Chamber's standards

Job Criteria

- Possesses a passion for excellence and for helping others with strong service orientation and focus
- Strong written & oral communication skills
- Possesses strong organizational & administrative skills. Is detail oriented
- Available to work occasional evenings and weekends
- Minimum Two years of industry related & event management experience

- Bachelor's Degree with a focus in hospitality or related field preferred
- Full Time/In-Person
- Proficient in Microsoft Office 365, Teams/Zoom, Excel
- Team player
- Wants to work in a positive culture with a collaborative and energetic team
- Loves to have fun

Chamber Benefits

- Benefit Package to include:
Medical/ Short & Long Term Insurance/ Life Insurance/ Retirement
- PTO
- Paid Holidays Off
- Salary range: commensurate with experience

Physical Demands

- Lift and move up to 50 lbs.
- Sit and stand for extended periods of time

The Central Bucks Chamber of Commerce is an equal opportunity employer and values diversity in our organization. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status or disability status.

To submit your resume and letter of interest please contact info@centralbuckschamber.com