



## GREATER MANKATO GROWTH, INC.

### Position Description Form

Corporate Entity: Greater Mankato Growth, Inc.

Job Title: Program and Events Coordinator

Position Type:  Full-time  Part-time  Contractor  Intern

Exempt (salaried)  Nonexempt (Hours \_\_\_\_\_ / week)

#### POSITION SUMMARY

The Program and Events Coordinator is responsible for the delivery of programs and events, including the design, management, marketing assistance, and sales, primarily focused on serving Greater Mankato Growth members. The position is part of the Greater Mankato Growth, Inc. team.

#### RESPONSIBILITIES

- 1) Developing, designing, and managing the delivery of long-standing and new programs and initiatives targeted at attracting and retaining talent in the regional marketplace. Examples of current programs include Young Professionals and the Professional Development Series. Duties include:
  - The coordination, marketing, fiscal, and volunteer management related to talent programs, webinars, and professional development offerings primarily focused on Greater Mankato Growth members.
- 2) Providing support to Leadership Program Director.
- 3) Coordination, design, development, and delivery of special events and programs, which may include Inter-City Leadership Visits (ICLV) or planning initiatives.
- 4) Manage Greater Mankato Growth, Inc. employee engagement events and programs.
- 5) Provide planning and implementation assistance for programs and events led by other Greater Mankato Growth, Inc. staff or events in which we are a partner.

COMPETENCIES (EDUCATION & TALENT)		
	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> <li>• post-secondary degree in a related field or at least 1-3 years of applicable work</li> <li>• good habits in attendance and punctuality</li> <li>• professional presence</li> </ul>	<ul style="list-style-type: none"> <li>• at least 5 years of applicable work experience with a community-based organization</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• demonstrated ability in relationship development and management</li> <li>• product/ and/or event sales experience</li> <li>• program and event planning and management experience</li> <li>• volunteer management experience</li> <li>• understanding of business community and demonstrated community connections</li> <li>• marketing and communications experience</li> </ul>	<ul style="list-style-type: none"> <li>• experience assessing program satisfaction and reporting results</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• knowledge of the Greater Mankato region and its attributes</li> <li>• knowledge of the Greater Mankato business community</li> <li>• proficiency with office technology and software applications</li> <li>• ability to effectively execute innovative strategies and assess their results</li> </ul>	<ul style="list-style-type: none"> <li>• working familiarity with database/CRM software (</li> <li>• working familiarity with Adobe Suite, Canva, and WordPress</li> </ul>
Skills & Ability	<ul style="list-style-type: none"> <li>• ability to collaborate with other teams to meet the needs of members and address business opportunities</li> <li>• ability to travel</li> <li>• availability on evenings and weekends as necessary</li> <li>• strong interpersonal skills</li> <li>• professional communication skills, written and verbal</li> <li>• first-class customer service skills</li> <li>• ability to handle multiple tasks simultaneously</li> <li>• ability to exercise independent judgment and initiative</li> <li>• strong attention to accuracy and detail</li> <li>• ability to lift 50 lbs unassisted</li> </ul>	<ul style="list-style-type: none"> <li>• ability to represent the organization and deal effectively with visitors, elected officials, civic bodies, business and industry leaders, and the public.</li> <li>• ability to create appealing and effective printed and digital marketing materials</li> </ul>

JOB CONTEXT	
Reports To:	Executive Vice President of Greater Mankato Growth, Inc.
Supervises:	N/A
Internal Team:	Greater Mankato Growth Chamber of Commerce Team
Established Volunteer Groups:	Young Professional Committees Other committees as needed
Interaction:	Greater Mankato Growth, Inc. staff and volunteers Business leaders and representatives, education and community leaders, public officials, and volunteers

	Event hosts (i.e. event organizers, hoteliers, venue operators, etc.)
Financial Responsibilities:	Budget/financial management of assigned events/programs
Conditions of Service:	Employment eligibility in compliance with U.S. Immigration Reform and Control Act. Travel outside of the office. Work may require attention/attendance outside of regular office hours.

#### **DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by the person responsible for this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.