

**Job Title: Director of Events & Conference Services**

**Reports To: Chief of Staff**

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**Summary:**

Responsible for organizing special events to promote the goals and objectives of the Chamber.

**General Duties and Responsibilities include:**

- Develop, organize then delegate to specific departmental heads – Outline Quarterly “Business Owners resource Seminars” (BOSS)
- Develop, organize then delegate to specific departmental heads – Quarterly Business Owners “Round Robin” Meetings
- Organize and coordinate Chamber special events at large – SCC Business Madi Gras, Annual Awards Gala
- Assist other Staff Directors with program and development needs for Chamber “special events”, meetings, etc.
- Develop Budget for Events and Fiscal activities
- Other duties as required.

**Qualifications:**

1. Education: Bachelors Degree (BA/BS), 2 years of work experience in event Planning, project management, or MBA, 3 years work experience.
2. License: Valid South Carolina driver’s license.
3. Computer Skills: Working knowledge of Microsoft Windows, Outlook, Excel, Word.
4. Language Skills: Ability to comprehend instructions; read and write reports-correspondence; ability to present information to top management, and ability to respond to general public inquiries. Must have excellent communication skills (written, oral, verbal); ability to manage people and problem solve; ability to manage people and problem solve, obvious professional demeanor.

**Work Schedule:**

**Flexible**

**SCC Meetings Attendance:  
emergency)**

**Mandatory unless notified 1 month in advance (or**