



Creston Valley Chamber of Commerce

Position: Special Events Coordinator (Summer Position 8 weeks)

Employment Type: Summer Job

Hours: 32 hours per week

Rate of Pay: \$24/hour

Employment Start Date: June 15th 2026

Employment End Date: August 8th 2026

Application Deadline: Wednesday May 15th

Schedule: Daily business hours with evening and weekend hours as required for events and meetings

About the Role

The Creston Valley Chamber of Commerce is seeking an energetic and organized **Special Events Coordinator** to support the planning, execution, and administration of Chamber events. This role is ideal for someone who excels in dynamic environments, enjoys community engagement, and is excited to help deliver memorable, inclusive events that strengthen the local business community.

Key Responsibilities

- **Support the planning, coordination, and delivery of Chamber events**, including formal events, fundraising events, business network gatherings, educational workshops and community celebrations.
- **Manage event logistics**, such as vendor coordination, site setup, volunteer support, scheduling, and on-site problem solving.
- **Provide administrative support** for all Chamber events, including data entry, registration management, communications, and follow-up tasks.
- **Collaborate with Chamber staff, partners, and volunteers** to ensure smooth event operations and a positive experience for attendees and participants.
- **Contribute to marketing and promotional efforts** by gathering content, helping create social media posts including reels, event listings, newsletters, and advertising materials.
- **Engage with local businesses and community members** to gather feedback, promote participation, and strengthen relationships.
- **Maintain accurate records**, including event attendance, vendor lists, budgets, and post-event reports.
- **Support general office tasks** as needed to ensure efficient operations



Qualifications & Skills

- Strong communication and interpersonal skills, with a friendly and professional approach.
- Experience or interest in **event planning, hospitality, marketing, or community development.**
- Ability to multitask, stay organized, and manage time effectively in fast-paced settings.
- Comfortable working both independently and as part of a collaborative team.
- Proactive, detail-oriented, and adaptable when plans shift.
- Familiarity with social media platforms and basic content creation is an asset.
- Willingness to work flexible hours, including evenings and weekends during event periods and meetings.

How to Apply:

Interested candidates are encouraged to submit their resumes along with a cover letter detailing their interest in the position and relevant experience to executivedirector@crestonvalleychamber.com or call 250-428-5151 to arrange alternative delivery methods.