

**Job Title: Events & Marketing Specialist****Organization:** Decatur-Morgan County Chamber of Commerce**Employment Type:** Full-Time, Exempt**Location:** Decatur, Alabama**Reports To:** President and CEO

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**About the Chamber**

Founded in 1931, the Decatur-Morgan County Chamber of Commerce is committed to advocating for business, promoting economic development, and enhancing the quality of life throughout our region. We are a catalyst for positive change and a central resource for our members, partners, and community.

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**Position Overview**

The Events & Marketing Specialist is responsible for planning, promoting, and executing Chamber events while supporting the organization's marketing and communication efforts. This position works closely with the Director of Communications and the Administrative & Events Coordinator to ensure alignment across all public-facing efforts and to deliver meaningful experiences for members and the community. The role also provides support to Chamber staff and serves as a key point of contact for members, sponsors, and partners.

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**Key Responsibilities****Event Coordination**

- Plan, coordinate, and implement monthly and annual events, including networking, business development, and "State of" events.
- Oversee event logistics such as venue reservations, vendor coordination, AV setup, registration, signage, and materials.
- Collaborate with the Administrative & Events Coordinator to manage event timelines, sponsor and attendee communications, and day-of execution.
- Serve as the lead contact for event sponsors, vendors, and attendees.
- Track event budgets, attendance, and feedback to support continuous improvement.

**Marketing & Communications**

- Work in partnership with the Director of Communications to develop and execute marketing strategies for Chamber events, programs, and initiatives.
- Assist in creating and distributing promotional materials through email, website, and social media.
- Support content development for newsletters, digital platforms, and marketing campaigns.
- Ensure consistent branding and sponsor recognition across all marketing and event materials.
- Maintain and update the Chamber's online events calendar and community outreach platforms.

## **Administrative & Office Support**

- Support administrative functions in collaboration with the Administrative & Events Coordinator and Chamber staff.
  - When needed, answer calls, greet visitors, and share information about Chamber membership, sponsorships, and programs.
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## **Qualifications**

### **Education & Experience**

- High school diploma required, associate degree or higher in communications, marketing, business, or a related field preferred.
- Minimum of two years of experience in event planning, marketing, or administrative support, or an equivalent combination of education and experience.

### **Skills & Attributes**

- Strong organizational and project management skills with excellent attention to detail.
- Outstanding communication skills—both written and verbal.
- Proficient in Microsoft Office Suite (Word, Excel, Publisher, PowerPoint, Outlook).
- Familiarity with social media platforms; experience with Canva, Constant Contact, and similar tools.
- Self-motivated, personable, and collaborative.
- Experience with or willingness to learn audio-visual equipment and event software.

### **Physical Requirements**

- Ability to lift up to 25 pounds and stand for extended periods.
  - Ability to climb stairs and assist with event setup and takedown.
  - Willingness to work both indoors and outdoors as event needs require.
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### **Work Schedule & Travel**

- Standard 40-hour workweek with some early mornings and evenings for events.
  - Limited travel for training, conferences, and professional development.
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## **Why Join Us?**

This is an exciting opportunity to bring your creativity, organizational skills, and community spirit to a role that supports the economic and social development of Decatur and Morgan County. You'll collaborate closely with a passionate team and make a meaningful impact through events and outreach that connect businesses and citizens alike.

## **To Apply**

Submit your resume and cover letter to [crystal@dcc.org](mailto:crystal@dcc.org)