

CONTRACT FOR SERVICES

Chamber Coordinator, New Kent Chamber of Commerce

Interested parties should contact the Chamber's President-Elect, Chef Willie Joe Story at:
presidenelect@newkentchamber.org

The New Kent Chamber of Commerce has a number of events each year and is seeking to outsource a portion of the services to a qualified consultant. The events are, but not limited to:

1. A Taste of New Kent (ATONK) – Wine Festival
2. Annual Golf Tournament
3. Business After Hours networking events (typically 3/year)
4. Holiday Social

The success of these events has historically depended completely on volunteer staff. The work is detail oriented, and each event must be planned to meet the specific needs of the stakeholders as directed by the Board of Directors and Officers of the Chamber.

Responsibilities will include:

1. Serve as a project manager in conjunction with the Chairperson for the major events (ATONK, Golf Tournament, and Holiday Social).
2. Printing and mailing certificates, newsletters, etc.
3. Providing meeting support services for each Chamber Meeting, Board Meeting, and major event planning meeting.
4. Maintain the Chamber Schedule.
5. Other tasks as assigned by the Chamber Board.

Estimated Level of Effort/Contract Budget

1. Although a specific number of hours are not required each week, the Chamber Coordinator will be required to attend all Chamber Board Meetings, General Business Meetings, Major Event Planning Committee Meetings, and Social Events.
2. It is anticipated that no more than 7-8 meetings and events will be held during a single month, and the majority of months will only have 2-3 meetings requiring attendance.
3. It is anticipated that approximately 10 person-hours per week will be required from the consultant/firm to support the Chamber's needs during most of the year, although during the periods immediately preceding major events, additional hours may be required to complete needed services.
4. The Chamber Board has budgeted \$12,000 for a 12-month contract for services.

Education, Training, and Experience Requirements

1. Demonstrated organizational ability
2. Mastery of Microsoft Office Suite
3. Excellent written and verbal skills
4. Event/meeting planning experience highly preferred

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