

## GREATER BOSTON CHAMBER OF COMMERCE

**Title** Leadership Initiatives Coordinator  
**Reports to** Senior Leadership Initiatives Manager  
**Date** August 2020

### **ABOUT THE CHAMBER**

We are an independent, non-profit organization that is the convener, voice, and advocate of our region's business community. Our purpose is to make Greater Boston the best place for all businesses and all people to thrive. We help our members and Greater Boston succeed through almost 100 annual events, a portfolio of leadership development programs, policy and advocacy, and an economic opportunity agenda.

In this role, you would have the opportunity to meet and engage with a variety of business and community leaders from nearly every sector, industry, profession, and background across Greater Boston. Join a diverse, collaborative, and energetic team who works hard and has fun while seeking to make meaningful impact.

### **POSITION SUMMARY**

The Leadership Initiatives Coordinator is an exciting opportunity to support and bring your own creative ideas to [programs](#) that collectively work towards making Greater Boston the most inclusive place to work.

This role works with the Senior Leadership Initiatives Manager to plan and execute internal and external logistics for almost 50 annual events and collaborates closely with the team and external partners on curriculum design, program recruitment, and program execution. This position is best suited for those who thrive in fast-paced environments, are able to manage multiple projects on tight deadlines, enjoy working both independently and collaboratively, and are interested in leadership development, event management, and equity, diversity, and inclusion.

Note: [All 2020 Chamber events will be virtual.](#)

## RESPONSIBILITIES

- Support Leadership Initiatives **program execution**
  - **Schedule:** Collaborate with internal and external stakeholders to schedule events, send calendar invitations to program participants and facilitators, and update internal planning calendars and tracking documents
  - **Event logistics:** Lead on event logistics, including: set up and break down room or set up virtual platform, order catering, make participant and speaker nametags, create or collate day-of material, and track RSVPs and attendance
- Enhance leadership program **participant experience**
  - **Program content:** Research content including diverse speakers, venues, program models, and cohort connectivity to contribute creative curriculum ideas for all programs with a lens of diversity, equity, and inclusion. Develop speaker memos and write summary of leadership events to support continued engagement and promote the program's offerings
  - **Experience and satisfaction:** Pull reports, analyze data, and develop and analyze satisfaction surveys for continuous innovation and improvement of programs. Provide customer service before, during, and after program sessions to various stakeholders
- Support Leadership Initiatives **program recruitment**
  - **Marketing support:** Collaborate with Marketing and Communications team to execute marketing plan, which could include writing email copy and blog posts and tracking analytics
  - **Administration:** Update website, nomination forms, and application portals and track applications and program participants in database
- Adhere to department **budget**, and process and track revenue and expenses in a timely manner with established procedures with the Finance Department.
- Communicate appropriately and in a timely manner to members and key stakeholders, seeking feedback from supervisor when needed, and with customer service in mind. Understand basic Chamber membership structure and organizational priorities, and be able to communicate the Chamber's offerings to members.
- Collaborate with other departments and colleagues with a focus on overall member engagement and satisfaction. Support other departments and team led efforts as needed. Maintain working knowledge of administrative systems, equipment, procedures, and processes used by the Chamber, and make recommendations for improvement and modernization.

## **QUALIFICATIONS**

- Bachelor's degree and 2 years of experience; Or, 3-6 years of experience in event planning/management, customer service, or equivalent
- Excellent verbal and written communication skills; strong interpersonal skills with a variety of key stakeholders, including team members, program participants, and senior level executives and government officials
- Ability to multi-task, prioritize, and complete projects on time and within budget
- Ability to act both independently and within a team environment
- Ability to work a flexible schedule with some early mornings and late evenings with notice
- Ability to move up to 40lbs with necessary accommodations available
- Customer service/public contact experience is preferred
- Interest in leadership development, community building, DEI, event experience, and the needs of the local business community

**APPLY:** Please send a resume and cover letter that describes your experience and interest in this role to Alyson Weiss at [aweiss@bostonchamber.com](mailto:aweiss@bostonchamber.com).

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