



Job Title: Events & Communications Coordinator (Full-Time - One-Year Contract)

Location: London Chamber of Commerce, London, Ontario

About the London Chamber of Commerce:

The London Chamber of Commerce (LCC) is a premier business network committed to fostering economic growth, supporting our vibrant business community, and championing innovation and prosperity across the London region. We deliver high-impact networking opportunities, business services, advocacy, and resources that empower our members to thrive in a competitive marketplace.

Position Overview:

The Events & Communications Coordinator will support the planning, promotion, and delivery of engaging events while contributing to the Chamber's broader communications and marketing efforts. This full-time, one-year position is ideal for a proactive, detail-oriented individual who is passionate about event management and looking to build skills in communications, social media, and stakeholder engagement.

This is a one-year contract position with the potential to become permanent. We're launching this role to better support our initiatives in the community, and while it's currently funded for one year, our goal is to demonstrate its value to our board and secure long-term approval. That means we're looking for someone proactive, results-driven, and excited to make a strong case for the position's continued success. If you think you're that person, then we're excited to hear from you.

Key Responsibilities:

Event Support and Coordination

- Assist in the planning, logistics, and execution of member events, including networking functions, educational seminars, and major annual events.
- Attend events to provide on-site support, manage logistics, and ensure members and guests feel welcomed and engaged.
- Coordinate with event sponsors, exhibitors, and vendors to ensure a high-quality experience and maximize their ROI.
- Gather and analyze event feedback to identify opportunities for improvement.

Communications & Marketing Support

- Assist with the creation and scheduling of social media content to promote events and member initiatives.
- Help prepare email campaigns, newsletters, and other digital communications.



- Support the development of promotional materials, including event invitations, signage, and flyers.
- Take photos and assist with basic content creation at events for use on social channels and in post-event summaries.
- Contribute to website updates, including posting events and news items.

Member Engagement

- Serve as a friendly and helpful first point of contact for event-related member inquiries.
- Provide timely, accurate communication to members about upcoming programs and opportunities.
- Maintain and update member records in the CRM database.

Meeting Centre & Office Support

- Assist with meeting room setup and cleanup for internal and external bookings.
- Occasionally serve at the bar during events.
- Support the administrative team with general tasks as needed.
- Attend program committees and task forces as needed

Qualifications:

We know—it's a lot (maybe even a little overachieving on our part). But if you read through the list and still thought, "Hey, I could totally do this," don't let a gap or two in your experience stop you from applying. We're looking for the right person, not a perfect checklist.

- Diploma or degree in marketing, communications, event management, or an equivalent combination of education and experience.
- Excellent interpersonal, written, and verbal communication skills.
- Strong organizational skills with the ability to manage multiple priorities.
- Familiarity with communications tools and major social media platforms.
- Proficient in Google Workspace (Docs, Sheets, Slides, Calendar)
- Proficient in Adobe Creative Suite (Illustrator, InDesign, Photoshop)
- Experience with CRM systems (e.g., ChamberMaster) is an asset.
- Detail-oriented and tech-savvy with a positive, team-oriented attitude.
- Smart Serve certification (or willingness to obtain).
- Knowledge of the London business community is a plus.



Key Competencies:

- **Customer Focus:** Committed to providing excellent member service.
- **Creativity:** Contributes ideas for communications, promotions, and engagement strategies.
- **Adaptability:** Comfortable with shifting priorities and fast-paced environments.
- **Collaboration:** Works effectively with staff, volunteers, and community partners.
- **Initiative:** Takes proactive steps to improve processes and support team success.

Work Hours:

This is a **full-time one-year contract position** (37.5 hours/week), generally **Monday to Friday, 8:30 am to 4:30 pm**, with some **early mornings or evenings** required to support events.

Compensation & Benefits:

- Competitive salary - \$45,000/yr
- Health and dental benefits
- Parking
- Opportunities for professional development and mentorship
- Access to a wide range of business and networking events
- A positive, supportive, and purpose-driven workplace

How to Apply:

Please submit your resume and a cover letter outlining your interest and relevant experience to Kim Phair at kim@londonchamber.com by September 2, 2025. We aim to begin interviews as soon as possible, with a target start date in mid to late September.

The London Chamber of Commerce is an equal opportunity employer and values diversity. We encourage applications from all qualified individuals, including those from underrepresented communities.