**Job Title:** Events and Marketing Coordinator

**About Us:**

Discover Lake Chelan, established in 2019, proudly serves as the primary transportation system and gateway to upper Lake Chelan, facilitating the journey for over 50,000 individuals annually. Our commitment is deeply rooted in supporting the magnificence of this picturesque destination, and we are seeking a dedicated individual to join our team.

**Job Description:**

**Sales & Event Coordination:**

* Develop and expand the Charters and Events program by acquiring new contracts, creating media packets, enhancing charter websites, designing group programs, and establishing competitive pricing.
* Responsible for facilitating sales cycle and closing contracts.
* Increase community engagement through active interaction with community members, representation at community meetings, radio appearances, and collaboration with the Chamber of Commerce.
* Attend various community events, including tradeshows and conferences, to promote and enhance the charter business.

**Holiday and Company Events:**

* Design and execute holiday and company events, including budgeting, decor purchase, collaboration with local sponsors, establishing ticket prices, creating marketing materials, and developing event agendas.
* Manage all aspects of private events, ensuring effective communication with customers, showcasing boat capabilities, collaborating with catering companies, and overseeing event setup, activities, and teardown.
* Ensure all linens and charter supplies are cleaned, stocked, and labeled. Organize event supplies, set up, take down, and cleaning.

**Logistics and Operations:**

* Own and manage the yearly ticketed event schedule, setting and achieving targets for the number of charters booked.
* Collaborate with the office manager to ensure appropriate staffing and communication of events to all staff members.
* Maintain an up-to-date and bookable Charter website for all future public events.
* Ensure booking system is up to date with all charter event information.
* Understand standard passenger business as a support function.
* Check guests in and assist morning boat staff as needed.
* Process UPS and FedEx with Excel Spreadsheet as needed.

**Marketing Responsibilities:**

* Drive all Lake Chelan Boat Company current and future marketing plans, including social media, marketing platforms, virtual and physical media.
* Drive the design of in-house merchandise and coordinate with the Office Manager to ensure timely receipt of goods in the office.

**Qualifications:**

* An outgoing personality is required and has the ability to easily connect with people.
* Ability to lift 50 pounds.
* Availability to work weekends and evenings as needed.
* Previous event coordination experience or relevant background required.
* Strong organizational and multitasking skills, with the ability to thrive under pressure.
* Excellent verbal and written communication skills.
* Associate or Bachelor's degree in tourism, hospitality, event planning, or equivalent preferred.
* Preferred experience in social media and marketing platforms.
* Proficient and comfortable using all Microsoft Office platforms (Excel, Word, SharePoint, etc.)
* Applicants must be eligible to work in the United States to be considered for this position

**Pay Range, Hourly:** $22-$30 Depending on Experience. This is a full-time, year-round position that is eligible for benefits: medical, dental and vision.

*Discover Lake Chelan is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race/ethnicity, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, age, or any other status protected by law.*