



The Bermuda Chamber of Commerce represents the collective commercial interests of its members to provide networking opportunities within the business community; to act as a conduit between private and public sectors; and to create community awareness and facilitate training.

Marketing & Events Specialist

The Bermuda Chamber of Commerce is seeking a Marketing and Events Specialist to provide value driven activities and events for the membership and to be fiscally responsible for the financial success of those events. This is a permanent, full time position and reports to the Chief Executive Officer.

Job Responsibilities:

- Surveying the membership for opportunities to shape programmes and events and determine satisfaction levels
- Creating virtual and live events and manage from concept to implementation
- Responsible for planning, execution and staffing of all events
- Managing all marketing and communications including traditional and social media
- Writing content, determining editorial calendar and managing the distribution of the Chamber newsletter 'The Insider'
- Managing and directing legacy Chamber events - Harbour Nights, Budget Breakfast, Holiday Party and the Annual General Meeting luncheon live and/or online
- Acting as the vendor liaison for Harbour Nights
- Creating and maintaining event metrics to evaluate success
- Coordinating the sales and advertising in the Chamber newsletter and facilities
- Working effectively with Advertising agencies, printers and sponsors
- Drafting of Press Releases and preparing quotes for release
- Working with Senior Office Administrator on Divisional relationships and information sharing
- Responsible for working with the Accounting department to coordinate bill collection and payments
- Championing the membership CRM software and all database marketing activities
- Creating and managing multiple social media platforms to promote marketing events and the Chamber of Commerce brand

Qualifications, Skills and Experience:

- University degree in Marketing, Event Planning or related discipline preferred
- Basic design skills an asset
- Extensive working knowledge of the Microsoft suite of products
- Experience with Quick Books and CRM systems
- Social media savvy with experience using social media platforms, marketing campaigns and virtual platforms
- Intermediate to expert level in creating and managing online webinar events
- Experience managing large events
- Must be a self-starter and a team player with the ability to work independently with minimal supervision
- Possess excellent decision making skills and be able to execute responsibilities with skillful diplomacy
- Exemplary time management skills
- Excellent oral and written communication
- Must be able to work effectively with all walks of the community
- Must be willing to work outside of normal business hours to support Chamber events

The Bermuda Chamber of Commerce maintains a drug-free work environment and reserves the right to perform pre-employment criminal background checks and random drug tests.

Interested applicants should apply in writing and submit two professional written references to:

Ontru: Human Resources – **The Bermuda Chamber of Commerce**
91 Reid Street, Hamilton, HM 11
Or email hr@ontru.bm

All applications must be received no later than: April 5, 2021