



what:

job title, keywords or company

where:

city, state, or zip

Event Manager

Belgian-American Chamber of Commerce - New York, NY

The Job

In short: mastermind our events from Eureka to Marathon, and proclaim it to the world. So what will you be doing? Well, what won't you be doing? If you're our girl or guy, you know that managing events requires a sociable, hands-on, triple check, jack of all trades approach. Your job will range from negotiating venue prices, over interacting with top industry professionals, to manning the bar. Meanwhile you'll be coordinating with volunteers, staff members and BelCham partners. On the marketing and communication side of things you will need to be equally resourceful and creative. You'll be working on several on- and offline projects simultaneously, in order to spread the BelCham word throughout the Belgian-American community.

The right person for the job, aka you.

- You are the President of Planning with triple check OCD that can persuade volunteers to miss their own wedding. If you want something done right, you lead by example. The way you spread your contagious entrepreneurial spirit puts Ebola to shame.
- Your operations run like clockwork. Not the orange, but the Swiss, atomic kind. Your budgets are so balanced that on a scale of frugal to broke, the needle always strikes the golden mean.
- You move mountains when necessary, but are usually already on top. You are so good at covering all the bases that you can single-handedly beat the Red Sox.
- Rather than taking directions, you help plot the course. Then you moonwalk the talk, extra mile and victory lap included.
- You say NEIN to leaving at 5. Flexibility is your mantra. Timewise that is. We don't expect you to be a contortionist. That would be twisted.
- You would pass a Turing test and do not feel the need to have your resume mention all Microsoft Office programs individually.
- You communicate equally well through Twitter, carrier pigeons, or little birds. It enables you to talk to politicians, dolphins and aliens alike. Your all-inclusive mindset makes so many people like you that Facebook is begging for advice. Not even half your friends fit into Madison Square garden. You know this cause you tried. You can prove it with the pictures on your Instagram.
- You are familiar with the lay of the Belgian (business) land and can tell us at least 3 interesting facts about Belgium that don't involve beer, chocolate, waffles or fries. You don't need us to tell you that Belgian isn't a language and when we say "Ceci n'est pas un pays." you understand the layered references. Or at the very least, you can point out our country on a map. (hint: It's in Europe.)
- And lastly, you can dance to the tunes of our chamber music. Our close-knit team leaves room for solos, but you need to be comfortable following the lead in a (same and opposite sex) pairing.

BelCham is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law.

Required experience:

- Event Planning, Marketing, Communications: 1 year