

Job Title: Event & Communications Manager – Full time

Type: Temp (maternity leave replacement)

Dates: January 2022-May2022

Location: San Francisco, California / REMOTE OPPORTUNITY but must live in the Bay area

Reports to: Executive Director

Requirements: - eligible to work in the US (we do not sponsor visa)  
- fluency in both French and English

Compensation: TBC

## **OVERVIEW**

The French American Chamber of Commerce of San Francisco (FACCSF) is hiring an Events and Communications Manager, to coordinate all events ranging from small networking gatherings to major fundraising Gala, as well as communications for events, trade services, members, sponsors, and partners.

This is ideal for someone who has a previous experience in event planning / communications / community management and/or PR and wants to take on a challenge! The FACCSF provides rewarding opportunities to interact and network with many organizations both private and institutional, in a non-profit environment focused on providing value to businesses in the French American community. The Events and Communications manager is under the direct supervision of the Executive Director.

## **SCOPE OF WORK**

### **Events:**

Responsible for executing the event schedule, in line with planned annual calendar:

- Defines the appropriate format for each event
- Outlines the content of each event: topics, speakers & moderators seeking
- Manages all logistical aspects: timeline, catering, beverage, venue, animation, quotes study, badges etc.
- Monitors Financials: budget supervision, sponsors seeking for the different events, etc.
- Undergoes market research: new venues, new exhibitors or speakers for events etc.
- Coordinates with graphic designer for printed events related communications tools (flyers, brochures, presentations, etc.)
- Hires and manages of a team of volunteers when required
- Offers insights and ideas for new concepts
- Helps the FACCSF Committees with organizing their events

## **Communications:**

Responsible for all communications tools around FACCSF's members, events and services:

- Plans and executes all FACCSF strategic communications campaigns (print and online) related to the events
- Writes and dispatches monthly Newsletter
- Creates and curates content to engage the community on social media: Facebook, Twitter, LinkedIn, Instagram
- Creates editorial content to promote the FACCSF's services and news
- Ensures FACCSF members are represented across the FACCSF communications channels
- Updates the FACCSF and event-dedicated websites
- Monitors news from US and French media

## **REQUIREMENTS**

- US work permit
- must live in the Bay area
- Fluency in both spoken and written English and French required
- Excellent organizational and time management skills with ability to manage multiple projects and deadlines simultaneously
- Ability to prioritize and work independently
- Detail-oriented
- Quick learner and self-motivated team player with a positive attitude
- Adaptability & flexibility (this is a small size organization)
- Very good computer skills: Office package, Microsoft Sharepoint,, CRM, newsletter platform (Mailchimp), Google docs, zoom, restream etc.
- Good social media skills, knowledge of platforms such as Canva is a plus
- Previous experience managing websites (Typo 3, wordpress, weebly...)
- Creativity is a must!

This job description is intended to convey the general nature and scope of the position and not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.