



Young Professionals Network Manager

Position Description

Position Title: Young Professionals Network Manager

Position Classification: Fulltime/Salary

Position Summary: *The Greater Sioux Falls Chamber of Commerce is seeking a Young Professionals Network (YPN) Manager to promote the development and connection of young professionals in the Sioux Falls area.*

Reporting Relationship: Vice President of Member Relations

Required Skills/Abilities

- Ability to work independently.
- Proficiency in Microsoft Office products and database programs.
- Ability to learn Chamber's customer relationship management (CRM) database.
- Excellent written and oral communication skills.
- Attention to detail and problem-solving skills.
- Excellent interpersonal and customer service skills.
- Ability to network amongst business community and volunteers.
- Strong organizational and event planning skills.
- Excellent time management skills and ability to multi-task and prioritize work.

Responsibilities & Duties

- Manage YPN program of the Greater Sioux Falls Chamber of Commerce, ensuring that the program contributes to the overall effectiveness of the organization.
 - Plan and execute recurring monthly events, such as networking mixers, workshops, tours, and other events, as needed.
 - Plan and execute signature annual YPN events, including the Birthday Bash, Golf Tournament, and the Kringle Holiday Party.
 - Plan and execute the Crossroads Summit conference, which takes place every other year.
 - Market and promote YPN through social media and other channels.
 - Work with approximately 50 volunteers.
 - Work to promote developing young professionals in the Sioux Falls area through partnerships and collaboration.
- Coordinate the Evan C. Nolte Leadership Sioux Falls program.
- Develop and manage a detailed budget.
- Assist with and attend other Chamber events, as needed.
- Perform duties and assume other responsibilities, as assigned.

Education

- Bachelor's degree preferred.

Physical Requirements

- Ability to work some early mornings and nights.
- Prolonged periods of sitting at a desk and working on a computer, with intermittent walking and climbing stairs.
- Ability to lift 20 pounds, while squatting and/or bending.

To apply, **send résumé with cover letter and three references** to hraeder@siouxfalls.com. No phone calls please. Interviews and selection will begin after September 24, 2021. Position open until filled.