



Job Title: Office Coordinator

Reports to: Executive Director

Status & Salary: Part-Time (20-29 hours/week); DOE

Position Summary

The Office Coordinator is responsible for running daily administrative operations, social media accounts and assisting in the execution of all current and future Chamber events. This role also develops and implements creative advertising approaches, especially as relates to social media and newsletters. This role is comfortable working with a high degree of attention to detail and discretion and has a positive attitude and strong customer service skills.

Duties may include, but are not limited to:

- Serve as primary point of contact for incoming calls and public questions during regularly scheduled office hours, including all routine inquiries such as filling requests for maps and other general information.
- Keep office clean (take trash out, vacuum, keep lobby area neat, etc).
- Utilize iContact to promote events and inform chamber members/community.
- Stay current (e.g. monitoring activity and posting content) with Social Media updates for Chamber Events and Chamber Member announcements on all platforms (e.g. Facebook, Twitter, Instagram, TikTok).
- Reach daily social media post metrics set by Executive Director.
- Assist with the organization and publicity of all business networking events.
- Assist with the organization and publicity of all events designed to showcase members and develop economic opportunities in the community.
- Assist with set up and break down of Chamber events.
- Organize office and assist staff and board members in ways that optimize procedures.
- Utilize CC-Assist for in-take and keeping current database of contact information for members, new-members, vendors, important contacts, etc.
- Perform receptionist duties as needed; sort and distribute communications and messages in timely manner
- Expandable duties in QuickBooks (sharing invoices, inputting chamber dues, etc.).
- Maintain and update Chamber Membership List (i.e. follow up about payment, new membership packet & confirm new member is added to membership list).
- Coordinate creation and packaging of new member information and welcome packets.
- Other duties as assigned.

Qualifications

- High School Diploma
- Experience with event planning and management

- Great interpersonal skills; excellent relationship management and public outreach skills
- Excellent written and verbal communication skills
- Experience marketing a business or organization
- Time management skills with the ability to prioritize and meet deadlines
- Strong organizational, critical thinking and problem-solving skills
- Flexibility to manage a variety of tasks
- Proficient in Microsoft Office Suite, Google Suite and email blast platform iContact (or similar platform)
- Working knowledge of office equipment
- Social Media experience, with marketing in mind
- Helping to develop and implement a strategy to effectively recruit new members
- Ability to maintain confidentiality related to scope of work
- Ability to sit or stand for an extended period of time
- Ability to lift 25 pounds (moving tables/chairs for event set up, loading/unloading vehicles, etc.)