



Date: January 2nd, 2018

Organization: Greater Warrensburg Area Chamber of Commerce

Chamber Website: www.warrensburg.org

City: Warrensburg, Missouri

The Greater Warrensburg Area Chamber of Commerce is a nonprofit based organization that provides exceptional services to its members in a friendly and professional environment. The Chamber has a major impact on business, income and future growth of the area and supports business, values education and empowers leaders. Its mission is to create opportunities that drive commerce and promote business.

Member Relations & Communications Coordinator (40 hrs/week, full-time)

Job Description

Under the supervision of the executive director the member relations and communications coordinator is responsible for recruiting new Chamber members and supporting the programs that are offered to members as well as maintain the chamber's website, social media outlets and newsletter. It requires excellent customer service, and strong communication and organizational skills. The ideal candidate should live within Johnson County, Missouri.

Job Title: Member Relations & Communications Coordinator

Wage: Hourly

PERFORMANCE RESPONSIBILITIES:

- Develop excellent knowledge of Chamber member benefits in order to understand and address member's needs.
- Manage all aspects of membership recruitment, including calls and outreach.
- Coordinate new member on-boarding process, including coordinating a member orientation.
- Directly responsible for writing, editing, and publishing the twice monthly electronic newsletter, The Chamber Flash.
- Manage the chamber's website and social media outlets.
- To work with the member relations and marketing chair.
- Positively represent Chamber at events, as assigned.
- Report regularly and work directly with the executive director.
- Have the ability to suddenly change direction from one task to another task.
- Arrange and manage publicity of events such as: ribbon cutting ceremony, chamber university, member orientation, luncheons etc..



KNOWLEDGE, SKILLS AND ABILITIES:

- Confident and enthusiastic.
- Experience in sales & customer service.
- Ability to communicate effectively, both orally and in writing.
- Excellent telephone skills with a thorough knowledge of telephone etiquette.
- Ability to create a positive impression of the Chamber while responding to members either by telephone or in person.
- Professional, personable and courteous in working relationships with colleagues, members, and the public.
- Organized, detail oriented, neat and able to meet deadlines.
- Respect the privacy of members and confidential matters.
- Skill in organizing resources and establishing priorities.
- Additional Skills: Volunteer management, event management.
- Researching potential new programs and ideas from other Chambers.
- Create a timeline to get out and visit potential new members.
- Development of brochures, guides and other printed pieces about chamber membership and sponsorship opportunities
- Prepare monthly committee agendas, reports and minutes.
- Computer literate including proficiency with MS Office including Publisher, Excel, and Word.
- Demonstrated ability to work with social media.

OTHER DUTIES:

- All other duties as assigned.
- Serve as back up in regards to office support, including answering telephones, and assisting walk-in customers.
- Assist with events on an as needed basis.

EDUCATION AND EXPERIENCE

Minimum Qualifications:

A Bachelor's or Associates degree in communication, business administration, related field or at least three (3) years' experience in customer service, general office responsibilities as well as procedures.

To Apply:

Please send or hand delivery, to office, cover letter, resume and completed application to Suzanne Taylor, Greater Warrensburg Area Chamber of Commerce, 100 S. Holden Street, Warrensburg, MO 64093 or email to staylor@warrensburg.org. Application deadline: January 15, 2018.