

Chamber Coordinator Job Description (10/29/2017)

Major Functions: Under the general supervision of the Chamber Director, the Chamber Coordinator will facilitate activities of the Mulvane Chamber of Commerce office aligned with the Chamber's mission and the goals and objectives set forth by the Board of Directors.

The Chamber Coordinator strives to represent, advocate, and encourage the development of business in our community by being a dynamic, positive and charismatic representative of the Chamber.

Position Responsibilities:

- Welcome and assist visitors to the Chamber office providing excellent customer service.
- Respond to all phone, email, online, written and in-person inquiries promptly and professionally.
- Organize, prepare for and attend monthly Chamber Board meetings including preparing meeting packets, organizing lunch and taking meeting minutes.
- Attend area meetings, as needed, acting as a positive liaison between business, government and other community partners.
- Maintain Chamber campaigns including membership, events, and volunteer program.
- Coordinate materials printed and distributed by the Chamber such as chamber brochures, orientation brochures for new members, information brochures and other publications, as requested.
- Maintain databases including membership, chamber contacts, and calendar of events.
- Invoice and collect membership dues, event registrations, sponsorships, etc.
- Maintain Chamber website such as membership lists and community calendar.
- Prepare, edit and implement promotion of Chamber activities through email campaigns, social media, Chamber newsletter, community calendars, community board, Channel 7, and other sources as needed.
- Assist with development of new programming, events, activities and projects as needed.
- Other duties as assigned