

**NORTH 65 CHAMBER OF COMMERCE  
PROMOTIONS COORDINATOR  
JOB DESCRIPTION**

**REPORTS TO:** Executive Director  
In the absence of the Executive Director reports to Assistant Executive Director

**FUNCTION:** The primary duties of the Promotions Coordinator are to perform administrative and bookkeeping duties, to support the management of memberships, events and programs, and to work in collaboration with other staff to market the organization and its mission.

**MAINTENANCE OF PROFESSIONAL ETHICS**

The Promotions Coordinator has access to privileged information. It is imperative that the highest degree of personal and professional ethics be observed at all times to protect the confidentiality of sensitive transactions and to avoid the possibility of a conflict of interest.

**MEMBERSHIP MANAGEMENT**

- Maintain and update membership database and directory listings. Ensure accurate contact information is collected and displayed on website profiles. Process all new and renewed membership applications.
- Distribute monthly member renewal invoices as directed by the Executive Director.
- Prepare monthly membership reports (new, renewed, and lapsed members).
- Coordinate and follow up on membership communications in a professional, friendly, and thorough manner.
- Learn and become familiar with Member Benefits. Field inquiries about the chamber or questions regarding member benefits from Members or Member-prospects and forward to the Executive Director as needed.
- Assist the Executive Director in ensuring that all members benefit information and marketing collateral on the website, social media pages and printed materials is current and accurate.

**EVENT AND PROGRAM REGISTRATIONS AND SPONSORSHIPS**

- Collect and ensure accuracy of all event/program information.
- Receive and manage all registrations for events/programs through website, email and phone calls.
- Ensure participants in events/programs are properly billed.
- Attend, where possible, all events to assist with set up, registration, nametags, photography, information collections, and other tasks.
- In collaboration with the event/program team, assist with event planning, marketing and execution of sponsor benefits, including but not limited to creating, posting and promoting the event/program information on chamber website, calendar of events, and social media pages.

## **MARKETING – IN COLLABORATION WITH STAFF AND OTHER TEAM MEMBERS**

- Develop and execute social media schedule.
- Prepare weekly email newsletter.
- Maintain website to keep it current and accurate.
- Help creatively market the organization and events/programs with basic level of graphic design.
- Execute marketing-related member benefits such as Member Directory, emails, branded events, etc.

## **ADMINISTRATIVE DUTIES**

- Respond to inquiries made in-person or via telephone, mail, fax or e-mail in a friendly, informative manner.
- Maintain a professional and well-organized office.
- Work with staff to maintain all databases and contact lists.
- Develop and maintain office filing system in paper and electronic formats, including photos and other media formats.
- Maintain office supplies inventory and office equipment as needed in accordance with budget.
- Collaborate + cooperate with office staff and volunteers to prioritize and complete work in a timely manner.
- Be informed of community assets, activities and issues.
- Contribute to the organization's efforts by accomplishing related tasks as needed.

## **BOOKKEEPING DUTIES**

- Accounts Receivable: Prepare and distribute invoices. Receive payments. Prepare deposits.
- Accounts Payable: Enter bills. Print checks. Record electronic payments.
- Basic reconciliation/auditing to ensure accurate financial reporting.
- Experience with QuickBooks or similar accounting software.
- Administer financial policy & procedures.

## **EDUCATION AND EXPERIENCE**

- A High School Diploma or GED required.
- A valid driver's license
- Knowledge of office administrative procedures, and use and operation of standard office equipment, at a level generally acquired through 1+ years related experience.
- Excellent organizational skills and ability to meet deadlines.
- Excellent written, verbal, and interpersonal skills.
- Demonstrated ability to work independently and as a team, accountability/ownership for work, attention to detail, and a growth mindset.
- Proficient in word processing, spreadsheets, basic graphic design, presentation software, basic accounting (Word, Excel, Publisher, PowerPoint, QuickBooks, Google, Outlook, QuickBooks)
- Knowledge of, or demonstrated ability/willingness to learn social media/email marketing platforms, website maintenance, and membership CRM and graphic design. Skills in Photoshop, Adobe, or In Design, and Excel formulas are welcome, as well as graphic design experience.
- Community involvement, and/or knowledge of community assets a plus.
- A professional appearance.
- A good command of the English language both oral and written.
- Able to type 40-45 wpm.

**PHYSICAL DEMANDS:**

Sits, stands, bends, kneel, push, pull, carry, and walks intermittently during the day. Lift up to 30 pounds occasionally. Works beyond normal works hours when necessary. All requirements subject to possible modification to reasonably accommodate individuals with known disabilities, unless to do so would impose undue hardship in completing the essential functions of the job.

**WORK ENVIRONMENT:**

- Work is performed in a well-lighted, ventilated environment subject to frequent interruptions.
- While performing the duties of this job, the employee regularly works in an office setting. The noise level in the work environment is usually moderate in the office. Offsite events and activities occur on a regular basis.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Revision history**

New November, 19 2019

(based on Administrative Assistant position description)