



## Lake Guntersville Chamber of Commerce Office and Communications Manager

The Lake Guntersville Chamber of Commerce has an immediate opening for an Office and Communications Manager. The person in this position has the overall responsibility for communication efforts and general oversight of the Lake Guntersville Chamber of Commerce office and welcome center. Experience to include organizational skills, marketing, computer knowledge, and excellent interpersonal communications skills.

A few key responsibilities include:

- Serving as the initial communicator with visitors to the office and answering phone calls.
- Responsible for the design and layout of: *Lake Guntersville* magazine; Chamber ads for various publications; Chamber Emails; marketing materials such as flyers, mail-outs, and brochures for various chamber functions.
- Maintaining and updating Chamber website and coordinating the Chamber's social media presence and campaigns.

**To be considered for the position, send a resume, cover letter, and four references to:**

Lake Guntersville Chamber of Commerce

Morri Yancy, President

PO Box 577

Guntersville, AL 35976