



**Application Deadline:  
Tuesday, September 7, 2021**

## **WE ARE HIRING**

### **MEMBERSHIP & EVENTS COORDINATOR**

**Primary Responsibility:** The Membership & Events Coordinator works with the Membership & Events Director to plan and execute all Chamber events and programs, and in communicating with, and growing, the organization's membership.

**Duties:**

This position reports to the Membership & Events Director, and also assists the President. This position may be assigned to assist certain committees. Specific duties may include, but are not limited to:

**Position Responsibilities:**

- Greet and assist office visitors as appropriate.
- Serve as primary greeter for the Chamber with duties including answering incoming calls, routing calls, providing information to callers and visitors.
- Maintain ChamberMaster database and develop monthly membership reports.
- Assist in maintaining the Chamber website, produce weekly e-newsletter and social media posts.
- Generate new member leads through a variety of sources including the Internet, periodicals, social media, and direct referrals.
- Develop membership packets and work with the Membership & Events Director to create and maintain recruitment and retention collateral materials.
- Coordinate publication of the annual membership directory.
- Assist in coordinating all aspects of the Chamber's events and programs. This may include scheduling venues, ordering catering, designing invitations, soliciting sponsorships, etc.
- Assist at all events. This may include set up, decorating, registration check-in, clean-up, etc.
- Coordinate committee activities including scheduling, notices, agendas, RSVP's as needed.
- Enter membership and sponsorship payments into ChamberMaster on a timely basis.
- Maintain strict confidentiality.
- Provide excellent customer service.
- Produce weekly e-newsletter and social media posts.

**Membership**

Membership recruitment and retention is a primary part of all jobs at the Chamber. As a membership organization, it is essential that all staff be well versed and prepared to present membership information to all members and prospects, and serve as a Chamber advocate while out in the community.

**Submit Cover Letter, Resume, and 3 Work References to:**  
**Linda Brown, President—[linda@ashranchamber.com](mailto:linda@ashranchamber.com)**

### **Qualifications**

- Completed studies in business, communications, marketing or related fields.
- Some work experience in communications, Public Relations or Customer Service fields.
- Research and data collection skills.
- Experience with membership organizations and/or community outreach preferred.
- Fundraising and event planning experience is desirable but not required.
- Self-motivated, energetic learner with a good sense of humor.
- Excellent written and verbal skills.
- Comfortable with working in a collaborative team environment.
- Highly organized with the ability to meet tight deadlines.

### **Compensation**

Salary range is \$30K-\$35K depending upon experience. Benefits include: medical, dental, and vision coverage; life & accidental death insurance; long/short term disability; 8% contribution to a retirement plan; paid time off; paid holidays.

### **Successful Candidate**

The successful candidate will be presented with an offer of employment that is subject to a drug screen and criminal background check. There will be an initial 60-day probationary period in which both the successful candidate and the Chamber can determine if this is a good fit. During this time it is expected the successful candidate will be evaluating the job and workplace culture to see if they are comfortable with the pace and workload, and the (sometimes) unusual work hours. The Chamber will be evaluating the candidate for ability to learn our systems and processes, work ethic, and compatibility with staff and members.