

Tangipahoa Chamber of Commerce

Job Title: Office Coordinator

FLSA: Hourly

Reports to: Melissa Bordelon, President and CEO

Job Schedule: 8:00 a.m. – 4:30 p.m., Monday – Friday

Evening and weekend hours are rare, usually one monthly event (ends by 6:00 p.m.) and one annual Saturday fundraiser.

Location: 400 NW Railroad Avenue, Hammond, Louisiana

Overview:

The Tangipahoa Chamber, 75 years strong and growing, is the leading business organization in Tangipahoa Parish. As builders, connectors, and problem solvers, the work we do continues to make a difference. Championing our core values of Leadership, Unity, Advocacy, and Innovation, we approach every opportunity with our members' needs and the long-term success of our community in mind.

If you are a motivated individual who thrives in a fast-paced, dynamic environment and possesses the necessary skills to excel as an Office Coordinator, we encourage you to apply. Your contributions will be key in supporting our team's success and enhancing operational efficiency. We're proud of the strong collaboration within our team and look forward to welcoming your skills and experience.

Key Characteristics:

- **Professional:** Upholds high standards of conduct, reliability, and accountability, handling confidential information with discretion and integrity.
- **Service-Focused:** Builds positive relationships by providing attentive support to members, reflecting the Chamber's commitment to taking care of our people and fostering meaningful connections through all initiatives.
- **Intrinsically Motivated:** Self-starter who demonstrates a strong work ethic, the ability to complete tasks promptly and independently, and an understanding of priorities.
- **Effective Communicator:** Demonstrates strong written and verbal communication skills, articulating ideas with clarity, accuracy, and professionalism in frequent email and phone interactions.

- **Highly Organized and Detail-Oriented:** Demonstrates exceptional attention to detail and organization, particularly in managing registrations and event logistics to ensure a seamless member experience.
 - **Problem Solver:** Resourceful and proactive, able to troubleshoot day-to-day challenges independently and recognize when to involve the team for additional direction.
 - **Adaptable:** Thrives in a dynamic environment and adjusts smoothly as priorities shift, especially during programs and events.
 - **Team-Oriented:** Works collaboratively in a small team environment, contributing to a positive, supportive, and productive workplace.
 - **Coachable:** Open to learning, receptive to guidance, and ready to grow within the Chamber's approach to serving members and supporting the team.
 - **Passionate About Businesses:** Dedicated to understanding our members' work, supporting their growth, and contributing to a culture that celebrates their success.
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Scope of Work:

- Work closely with the President and CEO, providing administrative and organizational support.
 - Oversee positive and professional first impressions and interactions at our office, including greeting members and guests, answering and directing phone calls and emails, and providing information about the Chamber, our members, and our community.
 - Maintain and update member records, actively reaching out to members to ensure information is complete and current.
 - Process accounts payable and receivable, including invoicing and payment tracking, and ensure member accounts remain accurate and current.
 - Coordinate daily office operations, including meeting space coordination and maintaining a welcoming lobby, including member display areas.
 - Assist with registration, setup, and on-site support for programs and events.
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Minimum Qualifications:

- High school diploma; post-secondary education preferred.

- 3–5 years of professional experience in office operations, administrative support, or related roles.
 - Candidates must have demonstrated experience using QuickBooks (Online preferred) and Microsoft Office.
 - ChamberMaster experience or proficiency with similar membership management systems is preferred.
 - Candidates must be authorized to work in the U.S. without employer sponsorship and successfully pass a criminal background check.
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Compensation and Benefits:

- \$18/hour base salary, paid every other Friday.
 - Employees are eligible for holiday, PTO, sick leave, and retirement benefits (with up to 3% match) after 90 days of employment.
 - Opportunities for professional development and networking with local business owners.
 - The chance to make a meaningful impact in supporting local businesses and driving economic development in our community.
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Work Environment and Additional Expectations:

- The work environment is professional and welcoming, with a small day-to-day team and a bustling office when members and guests participate in on-site Chamber programs.
 - The noise level is moderately quiet, with occasional disruptions from trains passing several times a day.
 - A professional business appearance is required.
 - A reliable car is required for completing office errands and traveling to off-site Chamber programs.
 - The employee must occasionally lift and/or move objects and event supplies weighing more than 20 pounds.
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This description highlights the primary responsibilities and requirements of the Office Coordinator role, but it is not all-inclusive. The Tangipahoa Chamber of Commerce is an equal opportunity employer and welcomes candidates from all backgrounds to apply.

To Apply:

Please submit your resume and a cover letter outlining your qualifications and interest in the position to Melissa Bordelon, President and CEO. In your cover letter, be sure to include examples of your relevant experience and why you're passionate about supporting local businesses and economic development. Applications should be sent via email to **info@tangipahoachamber.org**. Please submit your materials electronically; we are not accepting calls or in-person submissions.