

Interim Communications & Administration Coordinator

(Part-Time, Temporary)

Waconia Area Chamber of Commerce & Tourism

Position Overview

The Waconia Area Chamber of Commerce & Tourism is seeking a temporary part-time Interim Communications & Administration Coordinator with some training overlap, covering approximately 16 weeks (February through mid-June 2026).

Position Type: Part-Time, Temporary

Hours: 20 hours per week

Duration: Approximately 16 weeks (February through mid-June 2026)

Training Period: Approximately 4-week overlap with staff for comprehensive onboarding

Transition Period: Overlap period to ensure smooth operational continuity

About Us

The Waconia Area Chamber of Commerce & Tourism is a vibrant organization serving 300+ member businesses in the Waconia area. We lead community partnerships, workforce development initiatives, and economic growth efforts while supporting our local business community.

Key Responsibilities

Communications & Marketing

- Collaboratively develop and distribute member communications, including e-newsletters and promotional materials
- Manage social media platforms and create engaging content highlighting member businesses and chamber activities
- Support tourism and destination marketing efforts

Event Support

- Provide support for spring signature events:
 - Career Exploration Fair (April 10, 2026)
 - Community Expo (April 11, 2026)
 - Sister Saturday
 - Coffee Connections, Luncheons, Legislative Breakfast, Women's Connect events

- Assist with event promotion and attendee engagement

Membership Services & Administration

- Respond to member inquiries and provide exceptional customer service
- Update member database and maintain accurate records
- Assist with new member onboarding
- Process invoices and assist with billing inquiries

Administrative Operations

- Provide general office support and reception coverage as needed
- Support meetings and special projects as assigned

Qualifications

Required:

- 2+ years of experience in communications, marketing, or related field
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office Suite and social media platforms
- Strong organizational skills with ability to manage multiple priorities
- Customer service orientation and professional demeanor
- Ability to work independently and as part of a small team
- Flexible schedule to accommodate occasional evening events

Preferred:

- Knowledge of the Waconia area business community
- Chamber of commerce, nonprofit, or association experience
- Strong writing and communication skills
- Event planning and coordination experience
- Photography and social media skills

What We Offer

- Flexible 20-hour weekly schedule

- Hands-on experience with major community events
- Collaborative work environment
- Professional development and networking opportunities
- Potential for extended engagement based on organizational needs

Work Environment

This position is based in the Waconia area and requires in-office presence for member interaction and event coordination. Some evening and weekend hours may be required for chamber events.

Employment Terms

This is a temporary, at-will position. Either party may conclude the working relationship at any time.

To Apply

Please submit a resume, cover letter highlighting relevant experience to Christine Fenner.

Application Deadline: Open until filled.

Anticipated Start Date: February 2026

The Waconia Area Chamber of Commerce & Tourism is an equal opportunity employer committed to building a diverse and inclusive workplace.