

Office/Communications Manager

The East Peoria Chamber of Commerce is seeking a highly organized and motivated individual to become our Office/Communications Manager. This person will be an ambassador for and friendly face of the Chamber of Commerce.

Applicants should send a resume or previous work experience and a cover letter to Executive Director Rick Swan at rick@epcc.org. Please call Rick at (309) 256-8299 with any questions.

Salary commensurate with experience. Hours are M-F 8:00-4:30 pm with additional morning and evening hours as needed to cover events.

Job Description: To manage and assist in conducting all affairs of the Chamber, including daily operations, bookkeeping, membership management, event coordination, and communication. Close working relationship with Executive Director, Board of Directors, and various committees to advance the mission of the Chamber.

Duties: Office Management, Bookkeeping [Invoicing & receivables, payables, financial reporting,] Membership Engagement [Billing, operations, communication,] Event Coordination, Marketing & Communication [Newsletter & email campaigns, flyers, announcements].

Programs: ChamberMaster (experience or ability to learn CRM software,) Outlook, QuickBooks, Google Drive, Microsoft Office, Canva, WordPress (experience or ability to learn CMS software,), Excel and Social media platforms.