



## **JACKSONVILLE CHAMBER OF COMMERCE**

### **JOB TITLE: MEMBERSHIP/OFFICE COORDINATOR- FULL TIME**

**SUMMARY OF RESPONSIBILITIES:** The Membership/Office Coordinator is the first point of contact with the public and Chamber members, and as such, will exhibit courtesy, consideration, friendliness and helpfulness. Responsibilities include membership database management, answering inquiries promptly, and assisting in event coordination.

- Manage Membership Database, Renewals, & Billing.
- Be prepared to handle all telephone inquiries of a general nature. Be aware of community events and happenings and communicate with visitors and membership.
- Refer business inquiries to Chamber members.
- Manage office supplies. Maintain neatness and organization of the chamber office building.
- Assist in event planning as needed.
- Run errands such as bank deposits, supply needs, etc.
- Assist with social media management & e-newsletter creation & distribution.
- Perform other duties as assigned.

**Please email resumes to [courtney@jacksonville-arkansas.com](mailto:courtney@jacksonville-arkansas.com)**