

PROJECTS & MEMBERSHIP COORDINATOR

The French-American Chamber of Commerce, New England develops business connections for its members and further business opportunities between New England and France. FACCNE gathers around 200 businesses and 400 members in a variety of fields, a majority of them involved in innovation, life sciences, technology and services.

FACCNE's team is small, dynamic and ambitious. We host over 40 events a year, and we offer a wide scope of business services, including personal business introductions and learning expeditions for foreign delegation interested in discovering Boston's Innovation Hub.

We are looking for a new team member that can embrace the diversity of missions and support our team. More information: faccne.org

Position summary:

You will assist the Executive Director and our team in several projects including administrative and financial tasks, membership management, sales, and event coordination. You will also assist the team with daily operations, including communications.

Tasks:

- **Membership Management:**
 - Make sure Members are enjoying the benefits included in their membership
 - Follow up with Members
 - Reach out to Prospects
 - Keep Membership data up to date
- **Event Coordination:**
 - Coordinate over 40 events/ year (online conference, workshops, in person events)
 - Create content, registration page, set up Zoom, schedule dry run with speakers
 - Promote events on social media
 - Coordinate our flagship events including the French American Business Awards
 - Reach out to partners
 - Negotiate and coordinate with vendors
- **Marketing & Communication:**
 - Participate in the creation of marketing materials, including those linked to Member's visibility
 - Create newsletter and social media content
 - Design visuals
- **Administrative tasks:**
 - Payments follow up
 - Emailing
 - CRM updates
 - Update trackers of FACCNE's projects

Requirements & qualities of ideal candidates

Self-starter, organized project coordinator with a start-up mindset. Ability to prioritize tasks, and find solutions

Autonomous and proactive, multi-tasking and deadline-oriented person

Previous experience as an Executive Assistant or Project coordinator Excellent written and verbal skills; very good public speaking skills Experience in coordinating large projects from conception to execution Experience in being part of a small team working on various projects French speaking skills not mandatory, but a plus

Knowledge of Slack, Google Suite, Constant Contact, CRM, Canva

Candidate must be allowed to work in the U.S., no sponsorship required

The position is, at this time, fully remote - but candidates are expected to be able to represent the Chamber and attend Team Meetings in the Boston / Cambridge, MA area on a short notice

Start date: November 2021, ASAP

Conditions: part-time, W2

Please submit your resume and cover letter to contact@faccne.org