

Dennis Chamber of Commerce

Job Title: Marketing & Communications Coordinator (Admin Support)

Position Summary

This role leads the Chamber's marketing and social media efforts while providing administrative and front desk support. Ideal for someone creative, organized, and community-focused.

Reports to: Executive Director

Key Responsibilities:

Marketing & Social Media

- Manage social media (Facebook, Instagram) and content calendar
- Create graphics and campaigns (Canva)
- Track engagement and grow audience

Communications

- Produce newsletters, emails, and announcements
- Support PR efforts (press releases, media outreach)

Website & Systems

- Update WordPress website
- Manage events and member data in GrowthZone

Events

- Promote and support Chamber events
- Maintain marketing calendar

Administrative Support

- Staff front desk, answer phones, assist visitors
- Respond to inquiries and support member services

Qualifications

- Strong communication and organizational skills
- Experience with social media and digital tools (Canva, email platforms)
- Basic WordPress knowledge preferred
- Customer service mindset; able to multitask

Position Details

Part-time, in-office role. Works alongside a small team and shares office coverage

To Apply

Email resume with subject: "Marketing & Communications Coordinator" to
Lois.Andre@dennischamber.com

Lois Andre, Executive Director
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