



Job Description

Organizational Background

Dakota County Regional Chamber of Commerce is committed to building a stronger regional business community. We steadfastly serve the cities of Egan, Farmington, Lilydale, Mendota, Mendota Heights, Rosemount, Sunfish Lake, and West St. Paul, along with Castle Rock, Empire, Eureka, and Hampton Townships. Explore the many ways we're leading the way to make the Dakota County area the best possible place to live, work, and grow your business.

Our Mission

Dakota County Regional Chamber of Commerce is the influential voice to champion economic growth for business.

Position: Communications Manager

The Communications Manager is responsible for the internal and external communications of the organization. This position implements strategic direction for the organization's communications and media relations and reports directly to the Chamber's president.

Responsibilities

- Management and deliver of various communications strategies (content, design) and projects including but not limited to:
 - Weekly Update
 - Brochures, Event Invitations, Other Collateral
 - Annual Membership Directory & Business Resource Guide
 - Regional Map
- Management of Chamber's website and other electronic communication
- Execution of social media strategies and tactics
- Developments of marketing strategies to ensure goals are met for participation, special project revenue, non-dues revenue, etc.
- Manage all aspects of media relations strategies, earned and unearned; and cultivate relationships with local media to position Chamber as leader within the region
- Develops messages and maintain brand standards that promote the Chamber's initiatives and programs
- Cultivate and maintain an extensive knowledge of all Chamber programs, services, initiatives and activities
- Actively support and participate in Chamber events and programs
- Cultivate relationships in order to engage members to remain active
- Staff liaison to various marketing and communications committees and task forces
- Represents the Chamber in a professional manner
- Perform other job duties as assigned by the President of the organization

Knowledge, Experience, and Education Required

- Bachelor's degree in marketing, journalism, communications, business, or related field

- Minimum of two years of professional experience; experience within the chamber of commerce/association management industry preferred
- Strong written communications skills
- Experience with marketing and branding initiatives
- Social media experience and understanding
- Ability to think creatively and innovatively as well as provide solutions
- Strong interpersonal skills to effectively cultivate relationships with Chamber members, volunteers, vendors, and community stakeholders
- Ability to organize, plan and prioritize multiple projects at one time
- Strong ability to work independently and as part of a team
- Results-oriented and willingness to be accountability to measurable goals
- Must be a team player that works well in fast-paced, changing environment
- Proficient in Microsoft Office programs including Outlook, Excel, Word, Adobe, as well as some experience with In-Design
- Knowledge and understanding of the Dakota County regional business community
- Must have/maintain a dependable vehicle with proof of license and insurance

Physical Demands

While performing the duties of this job, the employee is required to sit at a desk and computer for long periods of time, is occasionally required to stand; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, crouch and/or crawl. May be requested to lift materials of up to 35 lbs. Specific vision abilities required include reading computer screen and written documents; close vision, color vision and ability to adjust focus. Communicate via verbal, audible and written means.

Work Environment

Majority of duties may be performed in and from the Chamber's office in Egan during regular business hours. Travel and work off-site will be required, as well as occasional work on evenings, weekends and/or holidays.

Time Commitment

A minimum average time commitment is estimated at 10 hours per week in order to fulfill the duties required of this part-time position. Open to employment or contractor relationship options.

Compensation and Employee Benefits

Salary is commensurate with experience and is structured with an annual salary and incentive plan. Due to the part-time nature of this position, benefits are not available.

Reasonable Accommodation

It is the policy of the DCR Chamber to provide reasonable accommodations to qualified individuals with a disability who are applicants for employment or employees to perform the essential functions of the job. The Chamber is an Equal Opportunity Employer.

Cover letter, resume and salary requirements should be submitted to:

Vicki Stute, president

Dakota County Regional Chamber of Commerce

3352 Sherman Court, Suite 201

Egan, MN 55121

dstute@dcrchamber.com

Position will remain open until the final candidate is selected. No phone calls please.