



JOB DESCRIPTION

SYLVANIA AREA CHAMBER OF COMMERCE

Marketing Coordinator

Part-Time (20 hours/week), Hourly, Non-Exempt

WHO WE ARE

The Sylvania Area Chamber of Commerce believes our reputation with our stakeholders – members, elected officials, future members, and partners – is vital to the success of our organization. The purpose of the Sylvania Chamber is to promote the progress, expansion, well-being and improvement of the Sylvania area business, professional and civic community. With over 500 members, the Sylvania Chamber continues to grow and welcome new members.

The Sylvania Chamber coordinates four (4) annual community events, the Sylvania Spring Expo, the Sylvania Memorial Day Parade, Pizza Palooza and the Sylvania Fall Festival. Additionally, members take advantage of the many benefits of networking in a vibrant business environment including ten (10) monthly luncheons, young professionals gatherings, and quarterly educational programs.

POSITION SUMMARY

The Marketing Coordinator will be an integral member of the Chamber team! This position will create and execute with communication and branded materials including but not limited to graphics, emails, and press releases as well as support materials for chamber programs.

An ideal candidate would have interest in the Sylvania area and passion for continued community development through Chamber initiatives.

The Marketing Coordinator is accountable to the President/CEO of the Sylvania Chamber.

DUTIES AND RESPONSIBILITIES

Marketing Coordination

- Develop and execute marketing strategies aligned with Chamber mission and event promotion,
- Manage social media and digital marketing content,
- Support Director of Membership through updates and creation of support materials,
- Build and maintain relations with partners to effectively promote their business or organization,
- And contribute on special projects and initiatives such as Business Directory, Visitors Guide, and more.

A STRONG CANDIDATE WILL POSSESS:

- A minimum of two (2) years of relevant experience in marketing related field.
- Experience with Adobe Creative Suite.
- Strong verbal and written communication skills.
- Attention to details, proofreading and editing skills.
- Social media management experience.
- Strong computer and word processing skills, in particular Microsoft Word, Excel and Outlook.

- Ability to work independently and in a team setting.
- Strong organizational and time-management skills.

ESSENTIAL FUNCTIONS

Physical aspects of this role include heavy lifting up to 40lbs, bulky equipment set up, table set up, tent set up, stooping and bending on a monthly basis at events and during other Chamber functions as needed. This role will also include extended hours, nights and weekends work.

SCHEDULE

20 hours per week

HOW TO APPLY:

Interested candidates should submit cover letter, resume, three (3) professional references and two (2) marketing examples via email to Tiffany Bosch at TBosch@SylvaniaChamber.org.

Marketing examples include but are not limited to social media post, graphics, photographs, video productions, or marketing proposals.