



**Job Title:** Marketing & Operations Coordinator (Part-Time)

**Organization:** Venice Chamber of Commerce

**Location:** Venice, CA

**Job Type:** Part-Time, Hybrid Position

**Salary:** \$25/Hour

**Hours per Week:** 20-30 hrs/Week

**Job Description:**

We are looking for an experienced Marketing & Operations Coordinator to join our team at the Venice Chamber of Commerce. This role is responsible for providing administrative and marketing support to the CEO, COO, and Board of Directors. This position is primarily remote but does require weekly visits to the post office as well as monthly in-person events.

**Responsibilities:**

- Write, edit, and publish weekly/monthly promotional email blasts
- Create content for social media messages and maintain a monthly schedule for posting
- Create and/or approve posts (events, promotions, news) for the our website
- Design flyers, create and disseminate press releases for Chamber events & programs
- Assist in event planning, coordination and marketing, including email blast campaigns and social media management
- Manage and maintain google calendars for the CEO, COO, and Board of Directors
- Assist with committee and board meetings, complete follow up assignments
- Answer phone calls, respond to emails, file and maintain organizational documents
- Manage and maintain relationships with vendors, partners, and members
- Manage the member renewal process and prospective member pipeline
- Conduct research and prepare various reports
- Process new memberships, dropped members, and member updates
- Assist with correspondence in areas pertaining to member benefits and resources
- Maintain and update email database and member database when needed
- Provide support during in-person meetings & events as needed (e.g., selling raffle tickets, checking in guests, posting photos social to media)

**Qualifications:**

- Strong organizational and administrative skills
- Excellent computer skills with working knowledge of Google Mail/Calendar, Zoom, Microsoft Office, Constant Contact, and PowerPoint.
- Strong written and verbal communication skills
- Ability to multitask and work in a fast-paced environment
- High attention to detail and problem-solving skills
- Ability to manage and prioritize tasks efficiently
- Knowledge of social media management
- Experience working in a non-profit environment is a plus
- Experience with email marketing software, website content management, and graphic design applications (such as Canva or Adobe) is preferred.

**Education and Experience:**

Associates or Bachelor's Degree and/or relevant educational experience preferred

3+ years of experience in an administrative/marketing role

If you are interested in joining our dynamic and growing non-profit organization as a Marketing & Operations Coordinator, please submit your resume and cover letter for consideration. This is a part-time position with potential for growth. We offer a competitive hourly rate of \$25 per hour.