



Serving the communities of *Chanhassen, Chaska, Carver, and Victoria*
A nonprofit organization, 501(c)(6)

JOB DESCRIPTION

Title: *Membership Sales & Marketing Coordinator*; Full-time; Salary Range \$40,000--\$42,000 Annually

Reports to: Executive Director

Qualifications: Some college or college degree (e.g. Business or Marketing) preferred. 2+ years of previous customer service and/or sales experience. Professional phone skills are required. Must be professional during in-person meetings and email communication. Experience with Zoom, Microsoft Suite, Social Media Platforms (e.g. LinkedIn, Facebook, Twitter), Video Creation/Editing, and CRM software programs. The ideal candidate must be capable of interacting with Chamber staff, current Chamber members, new prospects, City/State officials, and community members. Experience working with volunteer committees. Access to reliable transportation.

Required Attributes: Enthusiasm and a positive attitude. Must be self-motivated and result-oriented. Clear focus on high quality customer support. Strong time management & organizations skills required. Excellent verbal and written communication skills. Passion for talking to people, relationship building and bridge building. Team-player mentality, and willingness to support colleagues even if it is outside of job description. Creative—can think outside the box and try new ideas. Comfortable dealing with a broad spectrum of business industries and people. Must enjoy working in an ever-changing and high-paced environment—in the office, in the field, or remotely as needed.

Key Job Responsibilities:

Membership Sales (Chamber's New Member Recruitment and Retention Initiatives)

- Coordinate the Chamber's efforts for member recruitment and retention.
- Coordinate the Chamber's recruitment events and programs.
- Coordinate and track results, compile data, and write membership reports.
- Respond to businesses that contact the Chamber via email/phone/in-person in regard to Chamber membership & general information.
- Coordinate onboarding process for new members (including how to leverage their Chamber Member Profile/Member Information Center)

Marketing

- Collaborate with Chamber staff, committees, members, & partners on marketing and promotional strategies.
- Coordinate various Chamber marketing efforts and plans (e.g. social media platforms, e-newsletter, emails and assist with maintaining website)
- Write, design, and edit various Chamber Communications (e.g. weekly e-newsletter, social media platforms); utilize digital photography at events and within communications.
- Work with participating vendor to coordinate annual printed Membership Directory.

Administrative Duties

- Support Chamber staff; attend meetings, events and programs.
- Coordinate the Meet & Greet (Coffee—Networking) Schedule
- Ambassador Committee Support.
- General office environment (computers, phones, copier, supply room) and etiquette.

--**Schedule:** Monday through Friday (occasional weekend and evening, depending on events/Chamber schedule) --

How to Apply: Please submit your letter of interest/cover letter, resume, and 3 professional references to the SouthWest Metro Chamber of Commerce via email: info@swmetrochamber.com

5/9/2022