



SAIPAN CHAMBER OF COMMERCE  
POSITION DESCRIPTION  
FOR

POSITION TITLE: COORDINATOR

Salary Grade: Non-exempt  
Employment Type: Full-time employment (40 hours per week; Mon – Friday 8am – 5pm)  
Supervises: NA  
Reports to: Executive Director  
Salary: \$10/hr - \$12/hr  
(To be determined based on experience)

**The Saipan Chamber of Commerce has job opening for a Coordinator:**

The Saipan Chamber of Commerce is a non-profit organization whose mission is to empower our enterprises as a resource, advocate, and connector for Saipan's private sector. Its vision is to create an island where businesses, family, and community succeed as one.

The Chamber is looking for a self-starting, detail-oriented Coordinator to join our staff. Come grow your professional experience by working with a small team of energized professionals on behalf of 140+ Chamber members from the business, government, and non-profit sectors.

1. DUTIES

a. Administrative Duties

- i. Maintain accurate and complete paper and electronic files for committees, events and programs
- ii. Attend committee meetings, take accurate minutes, and ensure that action items are accomplished before the next committee meeting.

b. Marketing/Sales/Public Relations

- i. Manage production of Chamber collateral marketing and communication materials consistent with the Chamber theme.
- ii. Direct media inquiries to the appropriate spokesperson source.
- iii. Ensure a proper welcome and orientation of new members and distribution of membership portfolio and materials.

c. Operational Support

- i. Maintain an accurate membership database and records, including:
  1. Dues payable
  2. Type of membership
  3. Membership application, business license and supporting documents
  4. Other information as necessary

d. Other Support

- i. Maintain reservations and attendance confirmations for all events, including all Chamber, committee, Board, and other meetings.

- ii. Prepare a monthly newsletter for presentation at the membership meeting.
- iii. Maintain cooperative, cordial relations with other business organizations, the CNMI government, and the community.
- iv. Organize Chamber functions as directed.

## 2. MINIMUM REQUIREMENTS

- a. High School degree or equivalent required, Associates degree or higher or equivalent work experience preferred.
- b. Excellent verbal and written communication.
- c. High level of competence with computer software, Microsoft Word, Excel, and general Internet Use.
- d. Ability to work closely with a teamwork concept and customer service orientation.
- e. Availability for Chamber functions as scheduled.