



West Michigan is the best place to live, learn, work and play. The Michigan West Coast Chamber of Commerce drives the success of the greater Holland and Zeeland areas by partnering with nearly 1,250 local businesses that represent 70,000+ employees. We are an award-winning, cutting-edge, member-focused organization leading our diverse community. We pride ourselves on helping to build businesses that lead to a thriving community for all of us.

We are actively seeking a **Marketing & Communications Coordinator** to join our highly energetic, results driven, collaborative team. Our team collectively and individually embodies our Core Values of:

- ***It's All About You, Our Members***
- ***Learn, Innovate & Share***
- ***Contagious Energy with a Positive Attitude***
- ***Deliver Remarkable Experiences***
- ***Be a Trailblazer***

In the role of **Marketing & Communications Coordinator** you will report to our Vice President of Membership & Marketing and will play a key role on the Membership & Marketing team. Our Core Values will come to life by showcasing members, events, programs, services, and information through various channels:

- Marketing Collateral – develop and design
- Website – maintain website design and content to enhance user experience
- Magazine – create, coordinate, and edit content
- Email Communication – design layout, create content, and distribute
- Social Media (Facebook, LinkedIn, Instagram) – create content and manage/schedule posts

We believe a successful **Marketing & Communications Coordinator** will not only be creative, but also very organized and possess the following:

- Willingness to learn new things and excel in a highly innovative and fast paced work culture
- Ability to juggle competing priorities/projects, ensuring deadlines are met with high quality results
- Familiarity and ability to navigate the Adobe Creative Suite
- Effective listening, verbal, and written skills
- Ability and desire to work both collaboratively and independently

Bonus points if you:

- Know Mailchimp
- Have BIG ideas and a great eye for design
- Are comfortable behind a camera
- Have a degree in Communications/Marketing/Business

This is a full-time position that offers competitive pay, great benefits, unmatched professional growth potential, and behind the scenes access to some of the greatest companies in all of Michigan. If you have contagious energy, a positive attitude, and a desire to be an active participant in our thriving West Michigan business community, we ask that you submit your resume and cover letter to info@westcoastchamber.org for immediate, confidential consideration. We can't wait to speak with you!

In principle and practice, the Michigan West Coast Chamber of Commerce believes in the value and power of diversity and inclusion. In efforts to better serve and represent our members, and to reflect the community, the Chamber is committed to actively seeking a diverse workforce.

Learn more about the Michigan West Coast Chamber of Commerce by visiting www.westcoastchamber.org.