

## SCCC Business Engagement Liaison - Part-Time Job Description

**Position & Title:** South County Chamber of Commerce Business Engagement Liaison

**Location:** Nipomo, South San Luis Obispo County/North Santa Barbara County

**Travel Required:** Within South SLO County region

### General Duties:

- Manage South County Chambers of Commerce Nipomo Cowork and Grover Beach Cowork offices.
  - Provide financial support in processing Invoices for payment (Accounts Payable), Deposits (Accounts Receivable), reconcile P-card for payment request and prepare travel claims for reimbursement/payment.
  - Reconcile vendor statements to paid/outstanding invoices.
  - Assist in administration of the coworker program: agreements, invoicing and facility usage per the coworker agreement. Accept cowork applications and manage rental agreements and paperwork.
  - Manage cowork spaces. Furniture, cameras, and alarms.
  - Assist with facility operations: Supply orders and inventory control, coordinate facility maintenance, mail distribution and member requests.
  - Ensure office equipment is operating and properly maintained, arrange for necessary maintenance/repairs as needed.
  - Perform clerical duties related to administrative details of day- to- day operations of the cowork offices and keep the office space organized and neat.
  - Support staff in all areas of administration, program execution and perform other duties as assigned.
  - Advertise and promote cowork spaces through various channels.
  - Schedule and organize meetings, prepare agendas and take/transcribe meeting notes.
  - Work with the business community to provide programming (as needed) to cowork community, Nipomo business community, Grover Beach cowork workshops, and CIE programs.
- Promote small business development in Nipomo and Grover Beach.
- Assist in facilitating small business grants and government contracts.
- Promote benefits, programs, and services of the Chamber to all prospective and future chamber members as needed to make the decision to join the Chamber.
- Follow up, with prospective new members and existing members. Emailing's, phone calls, invitations, drop-ins, and cold calling in the business community.
- Reach out to all new business license owners in Nipomo and Grover Beach.
- Educate potential members regarding the role of the chamber by visiting businesses—be the walking, talking face of the chamber.
- Encourage member retention.
- Deliver membership plaques and window stickers are up to date in member businesses.
- Call all new members in Nipomo and Grover Beach to invite to Membership Coffee, monthly luncheon and mixer.

- Facilitate Membership Coffee every other month at the Nipomo office.
- Manage conference room scheduling at Nipomo, Grover Beach, Pismo Beach and Arroyo Grande offices through a scheduling app.
- Promote annual events to create awareness of opportunities to promote business in Nipomo.
- Promote monthly events, breakfasts, workshops, mixers, and luncheons.
- Promote tourism marketing, South County Visitor Guide, map, travel, visitor centers, referrals.
- Promote legislative affairs committee and candidate forums.
- Promote marketing and beautification committee, the business of the month, and art/beautification projects.
- Work with mixer host, invite surrounding businesses.
- Attend weekly staff meetings.
- Member retention visits and phone calls at renewal times.
- Recruit volunteers for large-scale events.
- Other various duties as needed.

#### **Physical Requirements:**

- Sitting or standing for extended period of time.
- Physical agility to lift 20 pounds to shoulder height.
- Physical agility to lift, carry, push, or pull objects.

#### **Position Requirements:**

- High school graduate or equivalent and
- Minimum two (2) years of office, accounting, or customer support experience.
- Excellent computer skills including Microsoft Word and Excel and financial software.
- Ability to prioritize, plan, organize, and meet timelines.
- Ability to manage tasks, train and evaluate the performance of assigned personnel.
- Ability to establish and maintain cooperative and effective working relationship with others.
- Excellent verbal and written skills and the ability to interface with all levels of staff, office space renters, businesses and the public and provide exceptional customer service.
- Interpersonal skills using tact, patience, and courtesy.
- A criminal background check is required for all positions.
- Ability to maintain regular and reliable attendance.

#### **Desired Qualifications:**

We are looking for a professional with a friendly positive attitude that cares about the local business community.

Integrity, a high level of customer service, and professionalism are required.

**HOURS: ~ Part Time (20 HRS PER WEEK)**

**Online Application:**