



Marketing & Administrative Coordinator Job Description

Overview: The Marketing & Administrative Coordinator position is a part-time, 30-hour per week position. The hours are 9 a.m.-3 p.m., Monday - Friday, with occasional flexibility of hours worked due to chamber events.

Summary: The role of the Marketing & Administrative Coordinator is to work with the Executive Director, the Board of Directors, and chamber members in support of the Boone County Chamber's mission. The Marketing & Administrative Coordinator reports directly to the Executive Director. Key duties include: management of daily operations of the organization including implementation and administration of the policies and procedures established by the Board of Directors, plans and executes chamber events and activities, provides opportunities for members to network and promote their products and services, and attends appropriate chamber and community events. The Marketing & Administrative Coordinator positively communicates the benefits of chamber membership, contributing to the growth of the Boone County Chamber membership and membership retention. The Marketing & Administrative Coordinator must be able to conduct professional business interactions and duties independently and as part of a coordinated team.

Skills Required:

- Excellent written and oral communications
- Event management
- Highly organized and detail oriented
- Creative and strategic thinking
- Problem solving
- Ability to work in a fast-paced work environment
- Excellent customer service
- Experience with and proficiency in Microsoft Office Suite
- Knowledge of social media platforms
- QuickBooks experience and proficiency

Duties: Coordinates all administration related to the Boone County Chamber of Commerce. This includes, but is not limited to:

- Answering telephone calls, addressing the need of the caller
- Responding to email inquires in a timely manner
- Greeting and assisting chamber office visitors in a friendly and professional manner, addressing their needs
- Assisting in promoting and securing new chamber memberships by developing leads, actively seeking new members, and conducting timely follow-up communicating the benefits of chamber membership

Mailing Address

*221 North Lebanon Street
Lebanon, IN 46052*

Phone

765.482.1320

Website

www.boonechamber.org

- Processing all new member applications and compiling and distributing membership information for new member packets
- Compiling creative informative e-newsletters on a weekly basis
- Assisting in the coordination of the planning, scheduling, marketing, promoting, executing of all chamber events and activities
- Participating in chamber activities to promote and enhance the image and relationship of the chamber throughout Boone County
- Recruiting sponsors for chamber events
- Securing advertisers for chamber member directory and assist with the creation of the annual membership directory
- Maintaining chamber website and social media platforms, to reflect current chamber and community events, calendar and membership listing
- Creating print registration forms, marketing flyers, online volunteer signups and online event registration forms accurately and in a timely manner
- Working with QuickBooks for all aspects of bookkeeping including bank reconciliations, accounts payable, accounts receivable and collection of unpaid invoices
- Maintaining clean and organized office appearance, office equipment, and inventory of office supplies
- Other duties as assigned

Compensation: Negotiable based on experience and expertise, this is an hourly wage position and benefits are not included.

Applicants: Interested candidates are requested to forward a cover letter and resume to Diane Schultz, Executive Director, dschultz@boonechamber.org

About the Boone County Chamber of Commerce:

The Boone County Chamber of Commerce is a membership-driven organization comprised of businesses, community organizations and community individuals. The mission of the Boone County Chamber of Commerce is to promote business development and support members' interests by creating a proactive and positive business environment.

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