



# nejcchamber

**Job Description:** Communications Coordinator

**Reports To:** Chamber President

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**Position Summary:** The Communications Coordinator will primarily be responsible for activities centered on communications to include membership directory, social media, weekly newsletter along with database entry.

## Primary Duties and Responsibilities

- Create and send the Monday Business Brief e-newsletter.
- Oversee, post, and manage all social media outlets, including Facebook, Twitter and LinkedIn and other platforms as appropriate.
- Manage office correspondence such as holiday cards, birthday posts and thank you notes. Other correspondence as appropriate.
- Work with Program and Events Director to create signage and handouts for all events.
- Contribute and present to monthly board report.
- Administrative duties as assigned.
- Assist at events with registration, set-up, clean-up.
- Serve as a liaison to the chamber committees and effectively communicate chamber objectives and strategy to meet goals.
- Provide weekly statistical reports on communication.
- Provide weekly staff meetings reports including upcoming communications, numbers, and all other relevant information to help meet staff goals.
- Oversee office inventory.
- Update member database as appropriate.
- Serve as a photographer at chamber events.
- Help to answer phones and cover office.
- Must know the chamber's mission through the strategic Plan and integrate that mission into all aspects of Chamber objectives.
- Management of log sheets for referrals and calls.
- Prepare and submit a monthly expense sheet for credit card and mileage.
- Create visibility and recognition of the NEJC Chamber and its businesses through community involvement.
- Work with staff and committees to brainstorm new revenue-generating programs, and communications.
- Achieve budgeted revenue goals.

Requirements:

Bachelor's degree in business, communications, marketing, or related field.

Strong oral and written communication, time management, and outstanding organizational skills are necessary.

Ability to manage and coordinate through skills in multi-tasking while working on various projects and committees at the same time.

Proficient with Microsoft programs, database, CC-Assist, Canva, WordPress, Constant Contact and Google Suite knowledge would be very helpful.

Must be proficient with social media platforms, including but not limited to Facebook, LinkedIn, Twitter.

**Accountability:**

This part-time position is non-exempt. The Communication Coordinator reports directly to the President but will work closely with the entire staff. This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employees will be required to follow any other job-related duties required by the President. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.

Send resume to Deb Settle, President/CEO at [dsettle@nejcchamber.com](mailto:dsettle@nejcchamber.com).