

The Bessemer Area Chamber of Commerce

Membership/Events Coordinator

Part Time Position 24-30 Hours a week / Pay Scale \$13 to \$17 hour

Description

This person should have highly developed interpersonal skills and the ability to work well in a team-based environment. The Bessemer Chamber is looking for an energetic individual who has public relations, marketing, or advertising skills. You must be organized and detail oriented. This person should have excellent verbal and written communication skills, with extensive knowledge of social media, Powerpoint and Word.

This position reports to the President of the Chamber. This person must be able to perform assigned duties with minimal supervision. Candidates must have a positive attitude and have the capability to be personable, organized and demonstrate success in developing and executing a strategic membership sales plan designed to increase and retain membership.

Work Schedule

Employee should expect to work 24-30 hours per week.

On the job training will occur daily at the direction of the chamber staff.

Requirements / Responsibilities

- Undergraduate level degree in business or related field preferred.
- Ability to write articles and press releases
- Professional dress attire required
- Assist in the creation of signage, circulars, mock ups, e-mail campaigns, online promotion, etc.
- Assist staff in chamber member communications (in the office or at events)
- Assist the staff in planning and organizing events
- Must have strong computer skills, including proficiency with Microsoft Office, Powerpoint and Excel.
- Assist in the distribution or delivery of marketing materials
- Must be able to portray a professional image within the organization and with the public through conduct, attitude and dress. Has frequent contacts with chamber leadership, chamber membership, community leaders and elected officials. Maintains a professional demeanor and provides accurate, timely information to all contacts.
- Employee should plan to assist with any hands on task.

Event Coordination

- Assist in the coordination of special events throughout year.
- Assist with membership functions
- Personality to maintain / enhance the relationship between the chamber and the local community.
- Maintain confidentiality.

To apply for this position; please email your resume, 3 references with contact information and detailed past job experience to lacook1@bellsouth.net or deliver to 321 North 18th Street, Bessemer, AL 35020.

Deadline to submit application: Wednesday, January 18, 2023.

We will contact you with further instructions after we have received your information.