



Job Title: Chamber Coordinator - Elkader Area Chamber

Commerce Email: elkader@alpinecom.net

Website: <https://elkader-iowa.com/chamber-of-commerce/>

Description: The primary responsibility of this position is two-fold: to act as a key representative and advocate for business owners and employers in/around Elkader and to plan and execute community events sponsored by the Chamber. The Chamber Coordinator will be responsible for Event Planning, Membership Services, Administrative Duties, and Public Relations that include, but are not limited to:

- Serving as coordinator, advisor, membership recruiter, and member advocate.
- Leading, working directly with, and serving on committees to fund, plan and implement special events- including the Annual Banquet, Ladies Day Out, Golf Tournament, and other community related events deemed necessary by the Board.
- Planning and preparation of agendas for monthly board meetings, committee meetings, and similar events
- Attending local, regional, and statewide meetings representing the Chamber and the community.
- Responsible to execute membership drives and member recruitment.
- Creating and maintaining partnerships with community organizations for events and activities.
- Presenting programs and implementing the decisions of the Board of Directors.
- Ensuring compliance in accordance with the Bylaws.
- Working with the outside sales representatives/vendors to coordinate and execute Chamber marketing.
- Building & nurturing relationships with individuals and businesses in the community.
- Coordinating all media communications, including website development and updates, and social media management.
- Organizing and promoting all Chamber events, such as "After 5's" events, new business welcomes, networking, and other similar events.
- Managing all functions of the office and organization, including budgeting, financial reporting and project management.
- Attend all Chamber events and meetings.
- Other duties as designated by the Board of Board President.

This is a 20 hour/week position with the possibility of more hours in the future.

The ideal candidate will have a good understanding of Chamber organizations, working with organizations and will have some related experience including working with a Board of Directors. This individual should be goal-oriented, organized, possess strong communication and leadership skills. The candidate must be professional and express enthusiasm for events, planning, and business relations. Knowledge of social media preferred. Knowledge of Word, Excel, Publisher, and Outlook required.

Interested applicants should submit a cover letter, resume, and three professional references to Elkader Area Chamber of Commerce via email or in person: elkader@alpinecom.net or 207 N. Main Street Elkader, IA 52043.