

WE ARE HIRING!

CHAMBER COORDINATOR

HELP SUPPORT LOCAL BUSINESSES,
BUILD RELATIONSHIPS, AND
CREATE A **STRONGER ELKADER!**



ABOUT THE ROLE

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 our membership drive and member recruitment throughout the year.
- 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.
- Organizing and promoting all Chamber events, new business welcomes, networking, and other similar events.
- Managing all functions of the office and organization of events.
- Attend all Chamber events and meetings.
- Other duties as designated by the EACC Board.



THIS IS A PART-TIME POSITION, with the knowledge that some months will be busier than others due to event responsibilities. We would like set, established business hours for both in office presence and community engagement. Set hours can be discussed and established with the board upon hire.



INTERESTED? Submit a resume and three professional references to Elkader Area Chamber of Commerce via email to elkader@alpinecom.net. Inquiries may also be directed to EACC Board Members at **(563) 307-1989**.



THE IDEAL CANDIDATE



Good understanding of Chamber organizations



Experience working with other organizations & a Board of Directors



Goal-oriented & organized



Strong communication & leadership skills



Professional with enthusiasm for events, planning & business relations



Knowledge of social media preferred



Knowledge of Word, Excel, Publisher & Outlook also preferred



COMMERCE EMAIL
elkader@alpinecom.net



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



PHONE
(563) 307-1989