



Position Description

Position Title: *Membership and Event Coordinator*

Salary: Depending on qualifications

Application Deadline: March 30, 2018

Job Description: The Cabot Chamber of Commerce is a membership driven business and a community focused organization. The Membership and Event Coordinator position is a sales driven position servicing the members' needs and planning events to help bolster tourism, membership, and community involvement. This position will also be responsible for recruitment and retention of members, programs and project management, event planning and facilitation and directing committees.

SUPERVISOR: The Membership Services/Events Coordinator reports to the Executive Director.

How to apply: Send resume by mail to Cabot Chamber of Commerce, PO Box 631, Cabot, AR 72023, or by email to amy@cabotcc.org.

Basic Functions: The Membership and Events Coordinator is the link between the Chamber and its members, and is responsible for coordinating events planning and management. The Membership and Events Coordinator has a primary focus of developing a full event schedule that will benefit the Chamber and its membership. The Membership and Events Coordinator has a primary focus of developing programs and services for the membership of the organizations. The goal of the programs will be to recruit and retain the membership and the implementation of new marketing strategies for the Chamber. The position reports directly to the Executive Director, and is responsible for close coordination of the Chamber.

Responsibilities: Coordination of membership recruitment and retention

Plan and direct sales and marketing strategies for membership recruitment (sales) including personal sales calls and follow-ups with prospective members

Required to spend each regularly scheduled work day (M-F) on personal membership and sales visits and reaching out to at least ten current members and/or potential members

Develop and implement Members Service programs, which enhance the visibility of the organization and our Chamber members

Assist in collection of current and past due accounts

Responsible for maintaining, tracking, and reporting monthly retention and recruitment data to Executive Director, Executive Committee, and Board of Directors

Advise Executive Director and Executive Committee on member programs, services, benefits, and concerns

Develop innovative programs, which maximize the benefits of Chamber members

Assist in scheduling ribbon cuttings/grand openings for new members if member so chooses

Responsible for monthly mailings of handwritten thank you cards to reinvesting members and new members

Creation of marketing and information pieces (flyers, brochures, books, pamphlets, etc.)

Required Qualifications: Minimum of 4 years of higher education in a related field, or a combination of education and work experience

Excellent self-management and organizational skills; ability to handle multiple tasks simultaneously

Ability to work well with people including managing Chamber volunteers

Ability to deal effectively with the public in a professional manner

Advanced computer proficiency required, but not limited to Microsoft office, Desktop Publishing, Photoshop, Adobe, with the ability to learn Chamber-specific software

Proficiency with email, internet, social media, and website management

Excellent written, verbal and interpersonal skills

Must possess mental acuity for attention to details and accuracy

Must be able to speak, hear, and see well enough to communicate in large, noisy areas

Valid driver's license, use of dependable vehicle, and good driving record

Ability to walk, reach, stoop, bend and lift/carry up to 40 lbs. repeatedly

Able to work mandatory extra time multiple times throughout the year

Must enjoy working with the public

Assist in meeting preparation, mailings, special events, and administrative support

Attend all Executive Committee Meetings and Board Meetings

May be asked to represent the Chamber at certain community events and meetings

Must attend ALL Chamber related events and member related events
as schedules allow

Personal/Profession Expectations: Maintain confidentiality in all matters related to the
Chamber

Is proficient in Microsoft Word, Excel, and PowerPoint

Answers the telephone

Greet visitors to the office

Builds consensus among members in a group

Brings people together in cooperative efforts

Seeks additional responsibilities

Projects a positive image to others

Makes favorable first impressions

Establishes rapport with others quickly

Effective in dealing with different types of people