

Groton Chamber Community Coordinator

Position Starts January 2018

Part Time Position

Hourly wage dependent upon experience

Job Description

-) Update the Chamber Website, Facebook, Instagram, Snapchat, and Other Social Media Sites
-) Create and Maintain a Community Calendar
-) Network Coordinator
-) Attend Chamber Meetings and act as Secretary
-) Attend Other Meetings and act as Liaison to the Chamber (Lions, Kiwanis, Fire/Rescue Squad, Churches, School, Aberdeen Chamber, etc.)
-) Create and Maintain a Volunteer List
-) Advertise Local Events/Marketing
-) Hwy 12 Electronic Sign/Main St Sign Updates
-) Create and Maintain a Business Database with Phone Numbers, Text & Email Directories
-) Mail Yearly Business Dues Letters
-) Coordinate Community Development Projects/Budgets

Qualifications- Microsoft Office proficient, great communication skills, organized, self motivator