

	FSLA Status: Non-exempt Position
	Employee Acknowledgment signature:
	Supervisor Approval signature:

## POCONO CHAMBER COORDINATOR

**General Description:** This position reports directly to the Assistant Manager of the Pocono Chamber of Commerce (PCC), a partner of the Greater Lehigh Valley Chamber of Commerce, with oversight from the Director of PCC. The Pocono Chamber of Coordinator is responsible for administrative tasks, marketing communications, social media, e-newsletters, fliers, and other creatives, as well as event preparation, coordination, execution, and other support to the organization. The PCCC serves as an advocate and supporter of the business community while utilizing different channels to distribute Chamber and member information.

### Essential duties and responsibilities:

- Performs general office and administrative activities including organizational assistance, meeting and event preparation (printing documents, nametags, etc. as necessary), researching and sharing information, following-up with appropriate colleagues, answering general phone calls and inquiries and similar tasks as needed
- Database administration (Chamber Master and PCC website)
- Generate revenue through sponsorship, sales, and organization sustaining programs to meet and exceed financial budget requirements
- Create flyers, newsletters, press releases, social media graphics, informative emails and communications as required
- Manage various monthly reports
- Event management and support to include but not limited to organization, preparing, and reporting regularly on event status, readiness, and eventual successes, nights and weekends as required
- Meeting and committee support such as agendas, action items, minutes, attendee lists, and any additional tasks assigned by members
- Collaborate with Assistant Manager, Director and Board members to create new ideas for the Chamber and the business community
- Develop relationships with members to help them stay engaged and involved while maximizing their membership benefits
- Operate out of the Pocono Chamber office and other as determined by supervisor
- Other duties as assigned

### Qualifications:

- Associates degree with 1-2 years of office experience or equivalent working experience
- Event planning and customer service experience
- Excellent computer skills in Microsoft Office, social media (Facebook, Instagram, LinkedIn), and Canva BONUS Constant Contact, Survey Monkey and Mail Chimp
- Exceptional written and oral communication skills
- Experience with operating in a changing environment, flexibility for weekend and evening events
- Comfortable speaking in front of large audiences, including major events, board meetings and local municipal governing bodies
- Well-organized with excellent multi-tasking and the ability to use time management in order to prioritize a large volume of tasks
- Strong interpersonal skills including experience building and maintaining relationships with a diverse network of individuals and organizations
- Self-motivation, enthusiasm, and willingness to learn
- Personal transportation with the ability to carry event signs and supplies (mileage compensation provided by PCC for work related travel)

**Physical/work environment:** Employee will be required to bend, stand, and sit frequently; and be able to visually review correspondence. Lifting required is typically less than 50 lbs.