

Iowa Great Lakes Area Chamber of Commerce

Communications Administrator Job Description

The Iowa Great Lakes Area Chamber of Commerce is looking to fill the position of Communications Administrator. This key position will be responsible for coordinating communications from the Chamber to our members and the community, general administrative duties as well as responsibilities of carrying out and supporting the mission of the Chamber.

Work in a fast-paced team environment. The ideal candidate will oversee website development and content, any print publications, promotion of all events and committee activities, and comprehensive and effective social media campaigns. Will conduct administrative related duties, serve as general support staff for the Director of Membership & Events and the CEO.

Duties & Responsibilities:

- Responsible for all communications that come from the Chamber office to our membership and the general public.
- Oversees website development and content, any print publications, promotions of all events and committee activities, and comprehensive and effective social media campaigns.
- Must be knowledgeable and well versed in strategies for all social media, including but not limited to, Facebook, Twitter, LinkedIn, Instagram and Snapchat.
- Complete all administrative related matters, serving as general support staff for the Director of Membership & Events as well as the CEO.
- Responsible for all front desk services, answering the phone, greeting members and visitors and making a positive first impression on the general public and membership, providing requested information; provides clerical assistance to staff when needed.
- Assists with collecting, inputting and updating all membership data in the Chamber database, including new and dropped members.
- Assist with the planning of chamber events, help recruit volunteers for chamber functions, be available to staff various events including some evenings and weekends.
- Other duties as needed.

Salaries and Benefits:

This is a full-time position with retirement plan and health benefits as outlined in the Personnel Policies. Salary is competitive and commensurate to experience. As a full time employee the Communications Administrator is also eligible to receive PTO and vacation as accrued per the employee handbook.

Educational Qualification and Experience:

A minimum of 4 years of higher education in a related field or a combination of education and work experience is preferred. The individual needs to have strong computer and social media experience. Skills in graphic design are desirable. The candidate must have the ability to work independently as well as on a team.

Salaries and Benefits:

This is a full-time position with benefits available. Salary is competitive and commensurate to experience. Full job description link posted on jobs page on okobojichamber.com

Deadline to apply is Friday, November 9, please send resume and cover letter to:

Iowa Great Lakes Area Chamber of Commerce

Attn: Blain Andera

P.O. Box 9

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