



Job Description *last updated April 2022

Work Location: The Greater Mission Chamber of Commerce

Title: Communications Coordinator

Position is available starting June 13, 2022

Hours per week: 37.5 to 39 hours a week

Reports to: Vice President of Membership Development & Engagement

Pay Scale: \$13 - \$17 hourly rate DOE

Job Overview: Responsible for the overall communications of the Greater Mission Chamber of Commerce

Essential Duties and Responsibilities:

- Responsible for maintaining advertisements for the GMCC programming, events and membership deliverables
- Responsible for the marketing, advertising and public relations duties pertaining to the GMCC
- Responsible for coordinating, organizing and executing the GMCC membership mixers/business networking
- Responsible for implementing and executing Chamber Programming as assigned by Vice President
- Responsible for overseeing and maintaining all GMCC social media platforms: Website, Facebook, Instagram, Youtube, etc.
- Serve as event photographer and media expert at chamber functions and events
- Adhere to Task Structure guidelines provided by Vice President
- Responsible for assisting with membership retention and prospecting
- Assist Tourism Director with communication materials for Discover Mission
- Assist in other office duties as assigned

Education and/or Work Experience Requirements:

- An Associate or Bachelor's degree in a related field is preferred.
- Interest in Marketing, Community relations, Graphic design and photography industries.
- Diverse and experienced portfolio of work including samples of graphic design, illustration and photography.
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers
- Experience with Adobe Illustrator, Photoshop, InDesign & Canva (strongly preferred)
- Excellent computer proficiency (MS Office – Word, Excel and Powerpoint)
- Must be able to perform under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- Ability to work flexible hours with prior notification

- High school diploma or GED required

Physical Requirements:

- Must be able to lift and carry up to 25 lbs.
- Reliable form of transportation
- Must be able to talk, listen and speak clearly on telephone

Interested candidates can send their resume to GMCC@missionchamber.com with a subject line that reads: Communications Coordinator Application

Interviews will be scheduled on an individual basis until the position is filled. For further questions or concerns, please call the Mission Chamber at 956-585-2727.