



Title: Community Relations Marketing Assistant

Reports to: Executive Director

Summary: The **Community Relations Marketing Assistant** is a permanent full time position. The primary function is to actively represent the chamber in the community, to its members and to provide a variety of general office functions.

Duties and Responsibilities:

- Serve as a key point of contact for members, Board, staff, and other constituents in a professional, courteous and helpful manner;
- Member Relations - recruit/sell new members, foster good Chamber/member relationships;
- Community Relations – represent the chamber at community events and programs and to groups and potential sponsors;
- Sponsorships – actively garner sponsors for chamber;
- Help with event planning and implementation of Chamber member events and ribbon cuttings; and community events;
- Facilitate marketing and communications functions of the Chamber
 - Communicate with internal and external audiences of the Chamber through a variety of medium and face-to-face
 - Collateral materials - brochures, newsletters, and all collateral material of the Chamber
 - E-Marketing, internet marketing and social media
 - Media relations
- Provide a wide range of administrative support including management of the Chamber calendar, scheduling meetings and events;
- Execute a variety of tasks crucial to the efficient operation of the Chamber Office;
- Ensure the Chamber runs smoothly by working collaboratively and maintaining an upbeat, positive, attitude and other administrative activities as assigned by the Executive Director;
- Limited evening and weekend work related to special events and meetings may be required

Qualifications:

- At least three years of marketing, communications and administrative experience required;
- Marketing or Communications degree required or equivalent preferred;
- Familiarity with Mechanicsburg and/or its environs, experience with association or member organizations a plus.
- Excellent computer skills including Microsoft Word, Excel, PowerPoint, and electronic communications tools: internet and email required; experience with CS4/InDesign a plus.

Required Skills:

- Excellent communication skills in both written and oral formats;
- Highly organized and able to work with multiple deadlines and multiple priorities;
- Ability to work across a variety of projects and with diverse constituencies;
- Flexibility, adaptability and ability to work in a changing environment;
- Demonstrated organizational skills required;
- Proven problem solving skills with the ability to think creatively;
- Exemplary interpersonal skills

To Apply: Submit cover letter, resume with salary requirements and references by Friday, August 7, 2020.

Mechanicsburg Chamber of Commerce Personnel Committee
6 W Strawberry Ave
Mechanicsburg, PA 17055
or
director@mechanicsburgchamber.org