

The Burnet Chamber of Commerce is seeking a Marketing & Event Coordinator. The Chamber is a not-for-profit, membership-based organization. This position plays an integral role in the Chamber's mission to actively promote our members and collaborate in their success. Promote. Educate. Advocate. This employee will be an integral component for planning and executing events, such as Ribbon Cuttings and major annual events (Christmas on the Square and Bluebonnet Festival). Since this position is in a small organization, you will be able to see the results of your work.

Most weeks, you will work M-F 9-5 with an hour lunch. Attendance at after-hour events (monthly morning meeting and monthly after-hours) is strongly encouraged. Attendance at monthly evening Bluebonnet Festival planning meetings is required.

Ideal start date: Fri., September 8

General Duties

Event Coordination & Promotion

- Promote and attend Chamber events throughout the year
- Take lead on coordination of Christmas on the Square
- Assist with planning of Bluebonnet Festival, taking lead with vendor related tasks
- In collaboration with Director, plan and execute marketing of events (social media, flyers, etc.)

Membership Management & General Administration

- Update calendar and emails in the Chamber database and website
- Edit content for weekly e-newsletter
- Manage social media outlets for Chamber
- First point of contact for visitors/ guests/ members
- Membership retention calls to verify contact info and find out any needs of member
- Ensure new members processes, entered in database. Update existing member info as needed.
- Identify and convert potential new Chamber members
- Assist with administrative tasks as needed

QUALIFICATIONS

- Proven customer service and relationship management skills
- Excellent communication skills, both verbal and written
- Comfortable interacting with Chamber members, visitors, and business leaders
- Self-motivated
- Excellent organizational and follow-up skills
- A team player with good work ethic and positive attitude

- Experience using Windows, email, MS Office, and social media. Experience with Constant Contact and Canva is a plus.
- Willing and able to learn new software as needed.
- Event planning experience preferred.

Compensation

Pay is \$18/hr + \$350 a month to go towards healthcare or retirement. Paid every two weeks. Current holidays include all federal holidays, day after Bluebonnet Festival, and the week between Christmas and New Year's Day. Two weeks of vacation annually.

To Apply

Send resume, cover letter, and three references to Allison@burnetchamber.org.

ALL APPLICANTS MUST STATE THEIR RELEVANT EXPERIENCE IN THEIR COVER LETTER