

# Community Development & Membership Coordinator

Jefferson County Chamber of Commerce

## Job Summary

The Jefferson County Chamber of Commerce is seeking a passionate and dedicated Community Development and Membership Coordinator to drive community engagement, foster economic growth, and enhance membership value within our Chamber of Commerce. This position plays a vital role in developing and implementing strategies to promote community development initiatives, attract new members, and ensure the satisfaction and retention of existing members.

## Job Responsibilities

- Coordinator of Adult and Youth Leadership Programs.
- Provide excellent customer service to existing members, ensuring their needs are met and their voices are heard.
- Send new member applications to Membership Committee for membership approval.
- Prepares new members report to be included in CEO Report at Board of Directors meetings.
- Assist in recruiting sponsors for future Chamber breakfast meetings, assist in the execution of the events as needed.
- Coordinates in scheduling ribbon cuttings and/or grand openings for Chamber members.
- Collaborate with Smarketing on managing Chamber's website, social media platforms, and other communication channels to ensure consistent and engaging messaging.
- Primary duties and responsibilities are not all-inclusive, and employees will be asked to fulfill other duties as assigned.

## Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**OTHER SKILLS:** strong interpersonal and problem-solving skills; ability to communicate effectively with a diverse range of individuals; highly developed organizational and planning skills; highly developed oral and written communication skills; creative and detail oriented; organizational leadership, project management, and volunteer management experience; ability to handle multiple projects and tasks simultaneously; proficiency in Microsoft Office Strict adherence to confidentiality.

**WORK ENVIRONMENT:** Position is in an office setting that involves everyday risks or discomforts that require normal safety precautions. Frequent off-site meetings and events are also a component of this position. This position does require work on some evenings and weekends. Must be able to lift 25lbs.

# Additional Information

**Wages: \$22.50 per hour up to 25 hours per week  
Potentially Full-Time January 2024.**

## How To Apply

Interested and qualified candidates should submit the following items as a **single PDF attachment** to [jobs@jeffersoncountytennessee.com](mailto:jobs@jeffersoncountytennessee.com). **Job opened until filled.**

- 1) Cover Letter
- 2) Resume (two-page limit)
- 3) References (minimum of three)

Consideration will only be given to applications submitted as outlined above. Applications submitted with multiple attachments or not including all three items listed above will not be considered.