



Job Title: Membership & Event Coordinator

Pay scale: \$14-16/hour, Part-Time (15-25 hours/week)

Benefits: Flexibility, Fun, a Fantastic Community (and a little paid time-off)

Do you like change? Do you thrive on finding answers to people's questions? Are you willing to learn new things? Do you have a knack for business, from finding solutions to problems to promoting new products? If so, we might have a job for you!

The Gardner Edgerton Chamber of Commerce is looking for a high-energy individual with a passion for making a difference in the community. Currently, the position is slotted to be part-time, but could grow into a full time. There is significant growth opportunity for the right person, both professionally and financially. You can expect a flexible work place that's fun, interactive, and rewarding.

This position is responsible for many different aspects of the Chamber, including meeting with members, providing resources, answering the phone, attending and coordinating events, selling our products and services, and staffing the office. The position answers to the President/CEO, who in turn is responsible to the board of directors.

Requirements are pretty simple and straightforward. You must have a positive attitude and be willing & able to interact with volunteers and members even on your most miserable day. A successful candidate might have experience coordinating events, handling marketing or providing superior customer service. You must like technology and be interested in learning how to use it to accomplish BIG things (database, email software, social media and Microsoft Office programs). You must be flexible. While the hours are relatively consistent, there will be morning, evening and weekend events to attend/work at times and there will be occasional travel to industry-related conferences. Finally, you must be a champion for business and the community.

The Chamber and the community continues to grow and evolve. We try to be quick at adapting to change with growth and impact as our end-goal. If you want to work in a standard office setting, filing papers and taking messages, this is not the job for you.

Interested? Send your resume and note about why this sounds like a great job to info@gardneredgerton.org. We will review applications as they are received until the right person is found.