



## **Wynne Economic Development Corporation (WEDC) /Cross County Chamber of Commerce - Office Manager and Outreach Coordinator**

The Wynne Economic Development Corporation is hiring an Office Manager and Outreach Coordinator. This position is the frontline of reception for the Cross County Chamber and Wynne EDC to the public and our members. This position will work in conjunction with existing staff and report to the President/CEO of the Cross County Chamber and Wynne Economic Development Corporation.

### **Office Manager and Outreach Coordinator Job Responsibilities:**

- Manage the volunteer committee for the Wynne Downtown Revitalization
- Responsible for coordinating all events downtown and working with the committee to get volunteers for events (Trick or Treat downtown, Spring Fling, downtown clean-up day, downtown Christmas)
- Managing booking of events in the exhibit hall and addressing potential problems that may arise
- Coordinating with setup team prior to event in the exhibit hall
- Planning for potential scenarios that could impact the integrity of the event
- Collecting deposits for events and signing out keys to individuals
- Managing office supplies, ordering cleaning supplies in coordination with the needs of the cleaning crew for the entire building
- Provides administrative support to ensure efficient operation of office
- Answers phone calls, maintains conference room calendars and supports visitors.
- Supports team by performing tasks related to the organizations and community events
- Assist with Ribbon Cuttings
- Direct visitors to the appropriate person and office
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and accurate information about Wynne and Cross County in-person and via phone/email
- Pick-up, sort and distribute daily mail/deliveries
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing
- The ability to work community events that take place after work hours and on the weekend when needed
- Other duties as assigned



**Preferred Qualifications:**

**OTHER JOB-RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS**

Associates' degree or higher

Minimum of one (1) years' experience working in a nonprofit or event management position, including overseeing volunteers, fundraising and events.

Working knowledge of nonprofit organizations or membership-based associations.

Experience in sales, fundraising, budgeting, and event management.

Must have strong time management skills.

Must be a team player that works well in adapting environments.

Working knowledge of computers, basic computer programs, and databases.

Valid driver's license with a licensed and operable vehicle.

Self-motivated and possesses strong interpersonal skills, the ability to motivate volunteers and work well in a team environment.

Ability to manage multiple projects and demands simultaneously

**Preferred Skills:**

- Knowledge of applicable software including Microsoft Word, Excel, Outlook, PowerPoint, etc. and Adobe Acrobat,
- Strong critical thinking skills
- Strong written and verbal communication skills
- Professional administrative skills

**For more information, contact the Cross County Chamber of Commerce**

**1790 North Falls BLVD., STE. 2**

**Wynne, AR 72396**

**Phone: (870) 238-2601**

**Please submit resumes to:**

**Bevin@crosscountychamber.com**