

Economic Development Alliance of Jefferson County, AR

Events Coordinator

Job Summary: This position coordinates special and standing events for the Chamber and Alliance as well as new events that may arise. Utilizing various programs, updates the website, Facebook, and other social media platforms. Assists the Chamber Director with fundraising, member outreach, and other activities that arise during the course of business. Stands in for the Receptionist when the Receptionist is out of the office.

Qualifications:

- High School diploma required
- Post-secondary education preferred
- Intermediate mastery of Microsoft Office required
- Intermediate mastery of Outlook required
- Project management experience required
- Familiarity with Chamber Master a plus

Skills and Abilities:

- Ease with organizing and prioritizing tasks and projects
- Ability to focus on task completion and optimizing projects
- Good verbal communication skills, both oral and written
- Good project management skills
- Ability to negotiate and manage contracts
- Good customer service skills and comfort working with the public
- Comfort level with social media and promotion

Responsibilities, including but not limited to:

- Develops programs; setting up site location, budgets, photos, social media promotion, advertising, and sponsorships for;
- Stands in for the Receptionist when needed
- Manages programs: Arkansas Scholars, Jr. Leadership, Farm Family
- Compiles and sends out the Chamber weekly e-newsletter and e-blasts
- Coordinates and executes updates to the Alliance & Chamber website including the Chamber blog
- Manages Chamber Master
- Works with Office Manager on needed reports
- Manages the Chamber membership list, ensuring its accuracy in Chamber Master and on the website
- Adds events to the website, Facebook, and other social media site as required
- Completes other tasks or duties as assigned by Chamber Director, President/CEO, or Director of Economic Development
- Responsible for taking photos, posting to social media, weekly newsletter, and the website blog

Salary & Benefits:

- Full-time position
- Salary – Depending on Qualifications
- Vacation, paid holidays, & professional development
- 401k Contribution
- Medical insurance

Reports to: Chamber Director

Please send resume and cover letter to:

Ulanda Arnett, Director, Pine Bluff Regional Chamber of Commerce

Ulanda@jeffersoncountyalliance.com