

Economic Development Alliance of Jefferson County, AR

Membership Engagement Manager

Job Summary: This position has a variety of duties the primary of which is the engagement of existing members as well as the recruitment of new members. It requires a person with an outgoing personality ready to knock on doors and make friends in the business community. Utilizing various programs, updates the website, Facebook, and other social media platforms. Assists the Chamber Director with events, marketing, 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:

- Create a member engagement plan, identifying prospective Chamber members, conducting member retention and recruitment visits, and maintaining a database of contacts and visits
- Manage the Chamber membership list, ensuring its accuracy in Chamber Master and on the website
- Attend Chamber Board meetings, takes minutes and records attendance.
- Stand in for the Receptionist when needed
- Manage programs: Arkansas Scholars, Jr. Leadership, Farm Family, Jefferson County Young Professionals Network and their Taste of Southeast Arkansas event.
- Coordinate and execute updates to the Chamber website
- Manage Chamber Master
- Work with Office Manager on needed reports
- Add events to the website, Facebook, and other social media site as required
- Assist with Alliance events
- Complete other tasks or duties as assigned
- 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:

Jennifer Kline, Interim Chamber Director

Jennifer@jeffersoncountyalliance.com