

Chamber Coordinator

Hours: 10 hours/week average

Pay: \$15-16/hour

Position Summary

An up-and-coming community leader with flexible hours and part-time commitment. The Chamber Coordinator leads the business community's efforts to support and enhance Stuart.

Additional Duties and Responsibilities

- Oversee the day-to-day operations of the Chamber, including management of programs, new business memberships, and marketing on social media
- Work with the President to prepare agendas and calendar each chamber meeting
- Represent the Chamber at business and community events, meetings, etc.
- Build partnerships with other organizations and find opportunities that help support and build Stuart businesses
- Attend a weekly meeting with the President to discuss updates and initiatives
- Attend Chamber Board committee meetings and provide staff support to committee efforts
- Identify and develop fundraising programs and events
- Oversee organization of Chamber's Annual Dinner & Events
- Maintain open communication with the Board
- Work alongside the chamber committees to assure a positive community image
- Any additional duties as assigned by the Board of Directors.

Skills & Abilities

- Outstanding time management and event planning skills
- Strong ability to foster teamwork and collaboration between/among Board members, staff, Chamber members, community leaders, elected officials and strategic committees and organizations.
- Proficient in Microsoft Office, Zoom, Canva, Facebook, and digital sign
- Effective written communication and public speaking skills
- Ability to plan, organize, lead, delegate, and monitor tasks and committees
- Passion for collaboration, networking and growing Stuart, Iowa
- Demonstrated ability to prepare and manage a budget
- Ability to motivate others to be champions of chamber initiatives

Additional Perks

- This is a 1099 position
- Person will be able to work remotely
- Part-time hours and flexibility to supplement current income
- Opportunities to build relationships and grow as a community leader
- Have input on the future growth and direction of Stuart, Iowa

**To apply please send cover letter & resume to Stuart Chamber
stuartiowachamber@gmail.com ATTN: Paige Witte
Applications will be accepted until position is filled.**