

Chamber Coordinator

Organization: Fife Milton Edgewood Chamber of Commerce

Location: Fife, Washington

FSLA: Non-exempt/ Hourly

FTE: .8 FTE or 32 Hours per week

Compensation: \$40,000 - \$46,000 (DOE)

Website: <https://fmechamber.org/>



Are you a self-starter with a passion for community development and a desire to blaze your own trail in the world of business and economics? The Fife Milton Edgewood Chamber of Commerce wants you to join our team as our Chamber Coordinator! As the sole employee of our small but dynamic Chamber, you'll have the opportunity to take ownership of your work, drive initiatives forward, and make a lasting impact on our local business community.

PRIMARY RESPONSIBILITIES

Self-Directed Initiatives: As the Chamber Coordinator, you will be primarily responsible for self-directed initiatives, encompassing tasks and projects that you will manage independently to drive the Chamber's mission and goals forward.

- **Independent Project Management:** Take the lead on Chamber initiatives, managing projects from conception to completion with minimal supervision, and ensuring timely delivery of results.
- **Marketing & Communications:** Develop and execute marketing and communication strategies to promote Chamber programs and events, leveraging digital channels and social media to reach target audiences effectively.
- **Membership Engagement:** Cultivate relationships with Chamber members, providing personalized support and resources to meet their needs and enhance their experience.
- **Event & Program Coordination:** Coordinate Chamber events and programs, including scheduling, logistics, and promotion, to create valuable opportunities for networking and professional development.
- **Visitor Information Center (VIC) Oversight:** Manage VIC operations independently, ensuring a welcoming and informative experience for visitors and locals alike.

Board Supported Initiatives: Board Supported Initiatives represent areas of responsibility currently overseen by the Board of Directors but will become future growth areas for the Chamber Coordinator as they grow into the role.

- **Strategic Planning Implementation:** Translate the Chamber's strategic vision into actionable plans and initiatives, aligning organizational efforts with long-term goals and objectives.
- **Advocacy & Representation:** Serve as a passionate advocate for local businesses and community interests, representing the Chamber in various forums and advocating for policies that support economic growth.
- **Government Relations:** Build and maintain relationships with government officials and agencies, advocating for policies and initiatives that benefit Chamber members and the wider community.

- **Financial Management:** Assist with budget planning and management, tracking expenses, and ensuring financial sustainability in line with Chamber priorities.
- **Fundraising & Sponsorship:** Identify opportunities for fundraising and sponsorship to support Chamber programs and initiatives, developing proposals and securing support from local businesses and organizations.

KEY QUALIFICATIONS:

- **Independent Worker:** Thrives in a self-directed work environment, with the ability to manage time effectively and prioritize tasks autonomously.
- **Resourceful Problem-Solver:** Takes initiative to overcome challenges and find creative solutions, leveraging available resources and seeking out opportunities for growth and improvement.
- **Tech-Forward:** Comfortable with technology and eager to explore digital tools and platforms to streamline processes and enhance efficiency.
- **Clear Communicator:** Able to articulate ideas and information effectively, both verbally and in writing, and adapt communication style to connect with diverse audiences.
- **Collaborative Mindset:** Values teamwork and cooperation, while also capable of working independently to achieve individual and organizational goals.
- **Community Engager:** Enthusiastic about engaging with the local community, building relationships, and fostering connections that drive economic growth and development.
- **Driven by Results:** Motivated by measurable outcomes and committed to delivering high-quality work that makes a tangible difference.

EXPERIENCE:

- Bachelor's degree in business, marketing, or related field (or working on completing degree)
- 3+ years of experience in a professional or community-oriented setting, showcasing skills relevant to Chamber operations and responsibilities.

BENEFITS:

- Paid Time Off (PTO): Our flexible PTO policy empowers you to take time off when it suits you best, ensuring that you can achieve a harmonious blend of work and life responsibilities.
- 11 Paid Holidays
- Professional Development Opportunities: Support for ongoing learning and growth through professional development opportunities, including workshops, training programs, and educational stipends.
- Professional Membership Dues: Coverage of membership dues for relevant professional organizations or associations to help you stay connected and informed within the Chamber field.
- Medical benefits may be negotiable

Ready to take charge of your career while making a difference in the community? Join us at the Fife Milton Edgewood Chamber of Commerce and be part of a team that empowers you to thrive. Apply today and embark on a rewarding journey where your contributions truly matter!

To apply, please submit your resume and a cover letter highlighting your ability to work independently and why you're excited about this opportunity to board@fmechamber.org. Applications will be accepted until April 5, 2024.

The Fife Milton Edgewood Chamber of Commerce is an Equal Opportunity Employer and does not discriminate against any persons on the basis of race, color, creed, religion, national origin, gender, sexual orientation, age, marital status, disability, or status as a veteran.