

Marketing & Administrative Coordinator (Part-Time)

Hours: 15 hours per week

Compensation: \$18 - \$20 per hour

Location: Northmont Area Chamber of Commerce, 1150 W. National Rd., Englewood

Job Description:

The Northmont Area Chamber of Commerce is seeking a **Marketing & Administrative Coordinator** to oversee our social media presence, coordinate events, and assist with administrative tasks. The ideal candidate will be a creative thinker with excellent organizational skills. This part-time position offers 15 hours per week at \$18 - \$20 per hour. The role is based at our office in Englewood, with periodic weekend, early and after-hours events throughout the year.

Key Responsibilities:

- **Social Media Management:**
 - Develop and manage a social media content calendar across platforms (Facebook, Instagram, LinkedIn, YouTube).
 - Create engaging posts (graphics, videos, written content) and share relevant updates.
 - Monitor and respond to online engagement, escalating inquiries to the CEO when necessary.
- **Video & Content Production:**
 - Produce and edit Member Spotlight videos for social channels (Instagram, YouTube).
 - Maintain and share a Community Calendar for social media updates.
- **Marketing & Promotions:**
 - Collaborate with the CEO to design flyers and promotional materials for events and programs.
 - Keep the Chamber's website updated with fresh content and event details.
 - Assist in executing marketing strategies to increase membership and event attendance.
 - Contribute to planning and marketing both public and member-exclusive events.
- **Event Coordination & Coverage:**
 - Attend Chamber events (including periodic weekend/after-hours) to capture photos and videos for promotional use.
 - Coordinate sponsorship and advertising opportunities for Chamber members.
- **Administrative Support:**
 - Prepare, send, and follow up on membership invoices for dues and events; ensure timely payment and maintain CRM records.
 - Keep accurate membership and event records in the CRM system.
 - Perform other assigned administrative duties as needed.

Qualifications:

- Demonstrated experience in social media management and content creation.

- Proficiency with design tools (e.g., Canva, Adobe Creative Suite) preferred.
 - Strong written and verbal communication skills.
 - Detail-oriented with the ability to manage multiple tasks effectively.
 - Familiarity with CRM systems and basic invoicing processes.
 - Flexibility to attend Chamber events outside of regular hours when necessary.
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How to Apply

Please submit your resume, and cover letter to angie@northmontchamber.com. Include “Marketing & Administrative Coordinator” in the subject line of your application.

The Northmont Area Chamber of Commerce is an Equal Opportunity Employer and encourages applicants from all backgrounds to apply.