



# The Atmore Chamber of Commerce

*"Promoting the business, economic, and cultural environment of Atmore thereby creating and providing an enhanced quality of life for its members and area citizens."*

<b>Job Title:</b>	Membership and Marketing Coordinator	<b>Job Category:</b>	Customer Service
<b>Department/Group</b>	Atmore Area Chamber of Commerce	<b>Job Code/Req#:</b>	
<b>Location:</b>	137 North Main Street Atmore, Alabama 36502	<b>Travel Required:</b>	N/A
<b>Level/Salary Range:</b>	Based on experience/education	<b>Position Type:</b>	Full Time
<b>HR Contact:</b>	Addison Long	<b>Date Posted:</b>	3/13/2025
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	N/A
<b>Reporting Relationship:</b>	Executive Director	<b>Term of Employment:</b>	90 days and then annual performance evaluation
<b>Job Description</b>			

## General Description

The Membership and Marketing Coordinator position is critical to our success as a Chamber. This team member provides diversified administrative and marketing support to the Executive Director. Duties include social media management, membership management, project support, and office coordination. Collaboration with the Executive Director will be essential to the position. Tasks that have not been listed in the job description may be assigned.

## Roles and Responsibilities

- Maintain daily records of all calls, visits to the office, and work completed.
- Provide high-quality customer service to members, the Board of Directors, the Executive Committee, and the public.
- Assist with basic operating needs of the Chamber office.
- Maintain membership records.
- Assist in professionally answering the Chamber phone.
- Communicate with visitors and provide tourism information and member referrals.
- Sort and distribute daily mail.
- Provide an inviting, clean, and orderly atmosphere for potential newcomers, business owners, and tourists.
- Schedule required and requested meetings.
- Social media management.
- Execute occasional deliveries and errands for events and meetings.
- Read and interpret assignments and complete them in a practical, competent manner.
- Other duties are not limited to the above list and are at the discretion of the Executive Director.

## Membership and Marketing Coordinator Responsibilities and Desired Qualities

- Enhance the Executive Director's effectiveness by providing information management support and representing the Executive Director to others.
- Maintain membership database, process member applications, and update current member records.

- Assist the Executive Director in daily activities, including but not limited to developing and typing correspondence as directed, including but not limited to member e-newsletters, newspaper/magazine articles, website information, and social media.
- Make phone calls and set up appointments.
- Maintain regular contact with existing and new/potential members.
  - Assist with projects and programs to serve the concerns and needs of the membership.
- Negotiate and persuade business partners, vendors, and volunteers to gain cooperation, make cost-effective decisions, and achieve defined objectives.

### **Marketing and Event Responsibilities and Desired Qualities**

- Keep Chamber website up to date in assigned areas.
- Coordinate potential new member packets and renewal member packets.
- Design flyers, posters, ads, etc. (must be able to work in Canva proficiently).
- Establish vendor relationships and preferred vendor pricing for all aspects of event planning
- Take photos at events.
- Ability to set up and take down decorations, tables, chairs, etc. for Chamber events.
- Demonstrated ability to develop and implement events strategy
- Demonstrated success in event management

### **Overall/General Desired Qualities**

- Ability and willingness to exhibit a professional, mature, and positive attitude, always remaining calm under pressure.
- Maintain a professional appearance.
- Handle constructive criticism as you learn the position.
- Work independently and in a team environment.
- Work effectively with people of diverse backgrounds and education levels, developing and maintaining good relationships.
- Possess a working knowledge of business and local, state, and federal government.
- Knowledge of the Atmore area is preferred.

### **Accounting Responsibilities and Desired Qualities**

- Manage incoming funds.
- Collect monies for membership dues and/or event fees and forward them to the Executive Director for processing.
- Accept, record, and give receipts for all funds from the Chamber.

### **Physical Requirements**

- Must sit and work comfortably at a desk station for extended periods.
- Some lifting and carrying (supplies/events).
- Requirements generally occurring in an office environment, including but not limited to keyboarding, file retrieval and communication (verbal and written).

### **Additional Miscellaneous Requirements**

- Must not take vacations the week before or during a scheduled event.
- Must be able to pass a background check.
- Must be able to pass a drug test.
- Must be able to work Mon-Fri 8 am-5 pm with a 1-hour lunch.
- Must have flexibility and be able to work some weekends and evenings.
- Must be on time to work each day.

137 North Main Street • Atmore, Alabama 36502  
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**Education**

- Minimum – High School graduate with computer training.
- Required – High School Diploma AND 5 years' experience OR bachelor's degree in marketing, Business, Communications, or related field WITH 1 year experience. All experience must be in Marketing, Business, Communications, or a closely related field.

**Professional Skills**

- Telephone skills
- Working knowledge of computers
- Working knowledge of Microsoft Word, PowerPoint, and Excel
- Working knowledge of Canva, Meta Suites, Constant Contact, and other programs used daily.

**Holidays**

12 paid holidays after 90 days

**Vacation**

Available after 90 days

**Sick Time**

4 hours per pay period after 90 days

**Health, Dental, Vision**

Not offered

**Retirement**

Not offered

