



Job Description

Director of Communications and Operations

Summary:

Responsible for majority of communications, social media marketing and operations for the Oconee Chamber of Commerce.

While the position of Director of Communications and Operations has the following as primary responsibilities, all staff members of the Chamber are required to accept other duties and responsibilities as may be assigned from time to time. The ability to integrate into and work cohesively with a small group team is a critical skill for this position.

Key Responsibilities

- Answers phone calls and greets those who visit the Chamber in a professional and friendly manner.
- Ensures that Chamber communications are professional, accurate and timely.
- Serves as Chamber photographer/photo editor.
- Assists in the planning, promoting, preparation and execution of Network Lunch events, Ribbon Cuttings, A.M. Exchange events, New Partner Orientations and Business After Hours and other special events as assigned.
- Maintains the Chamber's Facebook page, ensuring communications are pertinent, partner-related and represent the Chamber in a positive manner, while increasing the reach of the Chamber.
- Coordinates planning for certain Chamber events, securing site, planning and execution in a manner that provides the best representation of the Chamber while managing costs effectively.
- Sets and maintains the Chamber calendar
- Provides communications support to all committees as needed

Executing

- Content and production of the weekly eNewsletters (distribute each Monday am)
- Content and production of as-needed communications (via email, Constant Contact, website, Facebook, etc.)
- Maintains Chamber website
- Schedules and guides hosts for monthly programs
- Coordinates teacher mini-grant, STAR student and educational scholarship programs.
- Coordinates rental/availability of the Chamber meeting rooms
- Orders Chamber office supplies

Accounting

- Work with the staff and bookkeeper to perform various finance and accounting functions including review and approval of bills, manage accounts receivables, monitor and manage revenues and expenses versus budget

General Responsibilities

The following defines the responsibilities that all employees are expected to assume as part of their jobs:

- Demonstrate punctuality, honesty, even-temperedness and an ability to work well under pressure.
- Partnership – Each staff member supports the partnership recruitment/retention effort by attending all Chamber social activities to which the general partnership is invited and develops and maintains strong relationships with the business community, communicating chamber programs, initiatives and the value of partnership.
- Cooperation – Each staff member is to be alert to things that need to be done and, without being asked, take the initiative to get them done. Sometimes, these tasks or activities will not be listed as part of the position description. Each staff member is expected to place team objectives ahead of individual objectives and to manage time so goals will be met.

Qualifications

- Writing and editing expertise
- Extensive computer skills including, Word; Excel; PowerPoint/Prezi; Constant Contact; graphics design/editing programs; photo editing; and a variety of social media (Facebook, Twitter, etc.) and willingness to learn QuickBooks and other online database systems.
- Ability to plan and organize events
- Commitment to working with shared leadership and in cross-functional teams. Well-developed interpersonal skills with ability to effectively, interact and collaborate with people of diverse backgrounds and interests
- Ability to work in a fast-paced, deadline-oriented environment
- Bachelors degree in marketing, public relations, journalism, business administration or commensurate experience
- Chamber experience preferred

Selection Process:

Qualified applicants must submit a cover letter of interest, resume and a list of references to the Oconee Chamber of Commerce no later than 12 noon on Friday, May 10, 2019.

Please email all above information to Cbernardi@oconeechamber.org OR mail to the Oconee County Chamber of Commerce, Attn: President, PO Box 348, Watkinsville, GA 30677.

Following a review of all resumes, only the most qualified applicants will be invited for an interview. After the interviews have been completed, a background check and a credit check will be conducted on the candidate being considered for employment. Once these have been completed and reviewed, a conditional offer of employment will be made to the recommended applicant for hire.

Job Type: Full-time salaried position.

Hours: Monday-Thursday (9 am – 5 pm) and Friday (9 am – 2 pm). Must be available to work occasional nights and weekends.

Must possess and maintain a valid Georgia Driver License, be insurable, and have/maintain a good driving record throughout the course of employment. In addition, applicant must have access to a dependable vehicle and maintain state mandated personal automobile insurance coverage throughout the course of employment.