

Position Description



Title: Office and Programs Coordinator

Position Overview:

- Ensures all aspects of office, including front desk and reception duties are fulfilled
- Coordinates all downtown-related programming
- Provides administrative support to President
- Provides administrative support for marketing functions
- Full-time, approximately 40 hours/week with eligibility for benefits including health, dental
- Salary based on candidate qualifications/experience

Roles and Responsibilities:

- Providing high-level customer service to current and prospective members
- Answering and returning phone calls and emails, managing calendars and scheduling meetings
- Maintaining and implementing processes for day-to-day office operations
- Coordinate logistics for downtown programming, including First Fridays, Clean-Up Days, etc...
- Assist in the development of communications including monthly newsletter, blog and social media posts, etc.
- Primarily responsible for staffing the office during normal hours of operation, 8:30am to 4:30pm
- Evening availability required at least once a month, some weekend availability necessary as well

Qualifications and Education Requirements:

- Bachelor's degree preferred
- Office management or administrative assistant experience
- Online marketing experience, including: social media, newsletters, etc...
- Working knowledge of Microsoft Office Suite and some Adobe products

Additional Skills Required:

- Excellent written and verbal communication skills
- Superior customer service skills
- Desire to take initiative and recommend internal efficiencies
- Ability to organize and prioritize workload; managing multiple tasks at once

To Apply:

Send cover letter with salary requirements, resume and three professional references to Terre Haute Chamber of Commerce, Attn: Human Resources, 630 Wabash Avenue, Suite 105, Terre Haute, IN, 47807 or via email to hr@terrehautechamber.com by September 12, 2019.