



Marketing, Communications & Events Coordinator

Position: Full Time

Hours: 40 Hours Weekly

Pay: Salary DOE - \$35,000-\$40,000

Benefits: Medical Ins. Allowance, Vehicle Allowance, Life Insurance, Simple IRA, Holidays, Vacation, and Sick time

Reports to: Membership Development Director

ORGANIZATION:

The Great Falls Area Chamber of Commerce is a member-driven, professionally staffed non-profit organization dedicated to supporting the region's business community. Our Chamber is one of the largest in Montana with over 700+ members. The strength of the Chamber lies in its membership—working together to make the Great Falls area a better place to live, work, and raise a family.

MISSION:

The Chamber will advocate, promote, network, and support businesses in the Greater Great Falls area to enable their growth and prosperity. The Chamber will also leverage the collective influence of its membership to create and support a business climate that encourages job growth, workforce development, economic diversification, and improved quality of life.

POSITION DESCRIPTION:

The Marketing, Communications, and Events Coordinator is responsible for promoting the Great Falls Area Chamber of Commerce, its Brand, business services, programs, and events through the development and execution of the overall Chamber strategy and plan that supports the goals and objectives of the organization.

This position is responsible for the marketing, advertising and communication campaigns associated with the Chamber through our website(s), email marketing, social media platforms, press releases, print publications, digital publications, video production, and other projects enhancing the Chamber's image.

This position works with the entire Chamber team to plan and execute professional, well-organized events.

DUTIES

- Chamber messaging and branding
- Manage Chamber's online event calendar ensuring accurate information is being displayed consistently and updated in coordination with other Chamber calendars
- Manage Chamber's email marketing campaigns including the creation and distribution of weekly newsletters, special event promotions, and other targeted emails as needed
- Create engaging daily social media posts across a variety of platforms to include the promotion of events
- Collaborate with business owners and managers to market partnered events
- Maintain a list of media contacts and build relationships with media representatives
- Proactively create press releases for upcoming events and activities, coordinating with other organizations (e.g., GTF Airport, GFPS, DGFA, etc.) and media contacts.
- Ensure the Great Falls Area Chamber of Commerce is communicating our various activities, events, and projects – including the Leadership programs
- Receive and gather business news from Chamber Members to highlight their positive activities, events, expansions, and developments
- Conduct surveys to help guide our direction and strategy

- Works with the Membership Director to outline advertising opportunities to benefit Member needs
- Create and write content for all Chamber publications
- Meet publication deadlines
- Work with third party marketing partners on publications, website updates, and other marketing platforms
- Coordinate the planning of all Chamber and partnered special events relevant to the Chamber Mission that add value to our Membership (seminars, workshops, roundtables, and committee and appreciation events)
- Assist with the process and oversight of event registration payments and guest lists, creating invoices as needed

OTHER RESPONSIBILITIES ASSOCIATED WITH THE POSITION

- Provide back-up secretarial support as needed, including answering phones and welcoming walk-in guests
- Attend conferences, seminars, and workshops
- Perform other duties as assigned

QUALIFICATIONS

- Bachelor's degree in Communication, Marketing, Journalism, or other related field preferred
- Minimum of two years' experience in marketing, communications, and event planning
- Excellent written and verbal communication skills required
- Excellent project management and organizational skills
- Excellent customer service skills and professional conduct
- Proficiency with MS Office Suite, Adobe Creative Suite, Canva and other applicable programs
- Experience with custom client database systems and email marketing software (e.g., Constant Contact)
- Knowledge and proficiency in various online marketing and social media platforms
- Motivated and results-oriented with experience achieving goals and objectives on deadline and within budget
- Detail-oriented, analytical, reliable, self-motivated, organized, creative, and innovative
- Flexibility and ability to adjust and adapt to multiple projects, priorities, and interruptions
- Ability to effectively carry out multiple tasks and thrive in a fast-paced, deadline-driven environment
- Willingness to work flexible hours including early mornings, late nights, and weekends as needed
- Must meet physical requirements of position including the ability to lift 25-35 lbs and pull/push up to 50 lbs
- Must have a current, valid driver's license and a registered, insured, and reliable vehicle

Submit cover letter and resumé to:

Lorene Jaynes

Great Falls Area Chamber of Commerce

100 1st Avenue North, Great Falls, MT 59401

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