

**GREATER BEVERLY CHAMBER OF COMMERCE
COMMUNICATIONS and MEMBERSHIP MANAGER
25 HOUR/WEEK, NON-EXEMPT, PART-TIME POSITION**

Primary Purpose of Position:

Primary objectives are to manage all aspects of digital communications, membership, and administrative support of the Greater Beverly Chamber of Commerce.

Reports to:

This position reports to the GBCC Executive Director.

Office Environment:

The GBCC Communications and Membership position offers an individual a fun, fast-paced, small staff work environment, with a high level of interaction with the GBCC membership, leadership team and public. The best candidate will be detail-oriented, congenial, supportive, driven, and passionate about their work while enjoying an ever-changing busy office environment and support the growth of the GBCC in a positive and productive direction. This position will serve as a solid foundation for a candidate who seeks to advance their career in non-profit management, community relations, development, event planning or sales.

Essential Functions:

Communications:

- Maintain the GBCC website which includes but not limited to membership listing, event calendar, community listings and job postings.
- Create daily/weekly E-Blasts and monthly E-Newsletter
- Maintain email database for eblast distribution through Constant Contact.
- Create an annual marketing and communication plan and calendar of communications.
- Follow up on all communications both internally and externally.
- Attend events and assist with taking event photos when needed.
- Ability to create and design marketing materials preferred.
- Work with and support college interns as needed.

Membership:

- Maintain and Manage Microsoft Access membership database
- Manage Excel Spreadsheets of Events Sponsors, RSVPS etc.
- Learn all aspects of the GBCC, to speak to and meet with potential new and longstanding members re: benefits of membership, sponsorships, and programs.
- Identify member prospects to meet with and promote membership.
- Assist with event planning and some sponsorship solicitation.
- Organize and maintain new membership applications and packets.
- Communicate with members via email and phone calls
- Coordinate with Executive Director and in-office Accountant re: billing and collecting payments.
- Establish, develop, and maintain positive business and member relationships
- Attend all GBCC events.
- Attend committee meetings when applicable.
- Update member information brochure racks
- Support initiatives and administrative duties as necessary.

General Office Support:

- Order office supplies when needed.
- Support the Executive Director in all aspects of managing the GBCC, when needed.
- Always represent the GBCC positively.

Requirements and Qualifications:

- Bachelor's Degree in marketing, graphic design or communications or 2+ years of related experience.
- Experience with managing and executing projects and public events.
- Must be detail-oriented and possess strong interpersonal, verbal, and written communication skills.
- Must be comfortable selling the benefits and promoting GBCC membership and sponsorships.
- Must have knowledge of or be experienced with Microsoft Office, especially Access, Constant Contact, WordPress, Google Doc, Zoom and social media platforms of Facebook, Instagram, LinkedIn, and YouTube. Adobe InDesign or Canva experience is a plus, especially if college interns are not available.
- This position will require at least one evening and morning event a month and occasionally more.
- Willingness and ability to actively correspond via email, phone, and text message during regular business hours and occasionally on off hours.
- Occasional travel includes local and regional meetings
- Willingness to learn preferred skills as needed
- Must be a self-starter, works independently and with a team, effective at multitasking, contributing ideas and problem solving.
- Communicate clearly, effectively, and responsively.
- Must be able to speak comfortably in front of large groups.
- Most of the position is performed in a typical office setting; occasionally remotely if needed.
- Must maintain a professional code of conduct, dress code, positive attitude and conduct themselves in accordance with GBCC policies and procedures.
- The position is typically performed under very comfortable working conditions.
- Ability to pass drug screen and background check prior to hire and at random throughout employment.
- Must have a valid MA driver's license, transportation, ability to lift items up to 30lbs occasionally.

Salary and Benefits The starting salary offered to a prospective employee will range from \$20-25 per hour and be dependent on experience and qualifications. A generous predetermined number of paid personal days will be offered in lieu of sick days/vacation days as specified in the GBCC Employee Handbook. All Federal and State holidays off. Retirement matches up-to 3% is available after 90 days of employment.

The Chamber values family, friendships, a work-life balance and strives to reflect that in our workplace culture. To apply for this position, send cover letter and resume outlining your interest and qualifications by email to Executive Director Leslie Gould at LGould@GreaterBeverlyChamber.com

GBCC Mission Statement:

The Greater Beverly Chamber of Commerce is a welcoming hub providing leadership, resources, networking, and advocacy for member businesses. Fostering community, collaboration, and connections, together we make our region vibrant.

**Established in 1984, the GBCC is an independent, non-profit organization of 340 business members.*