

Chamber Operations & Programs Coordinator

The Chamber Operations & Programs Coordinator plays a central role in supporting the day-to-day operations of the Chamber while coordinating member services, programs, events, and community initiatives. This position is responsible for ensuring smooth office and visitor center operations, providing administrative and logistical support to Chamber leadership, and delivering a welcoming, high-quality experience for members, visitors, and community partners. The role blends operational coordination, program and event support, and member engagement, with a highly hands-on presence in the office and at Chamber events. Please email your resume and cover letter to director@visitunioncounty.org for consideration.

Key Responsibilities

Operations & Coordination

- Assist with daily Chamber operations, including scheduling, workflow coordination, phone and email communications, calendar support, and mail processing.
- Maintain organized digital files, records, and internal documentation to support operational accuracy and compliance.
- Track ongoing tasks and projects, supporting timely follow-through and coordination across Chamber functions.
- Serve as the primary on-site contact for the Visitor Information Center and act as a point of contact during the Executive Director's absence, escalating issues as appropriate.
- Coordinate internal tracking for sponsorships, events, and programs to ensure accurate records and smooth coordination.
- Process invoices and accounts payable in coordination with the Accountant to support timely and accurate financial transactions.
- Prepare and document meeting minutes for the Chamber Board, committees, and partnerships as assigned.
- Coordinate the Chamber Ambassador Program, including scheduling, communications, and volunteer engagement activities.

Member Services & Community Support

- Coordinate and maintain the membership database, ensuring accuracy, data integrity, and effective use to support Chamber operations.
- Serve as a consistent point of contact for Chamber members, visitors, and community partners, providing timely and professional assistance.
- Maintain membership onboarding materials and packets, ensuring information is current, accurate, and aligned with Chamber standards.
- Coordinate member onboarding, renewals, and benefit fulfillment to support a smooth and positive member experience.

- Respond professionally to member inquiries, providing guidance and resolving routine issues independently while escalating complex matters as needed.
- Build and maintain positive working relationships with local businesses and community organizations to support engagement and Chamber visibility.

Programs & Events Execution

- Coordinate logistics for Chamber programs, networking events, and community activations to support smooth planning and execution.
- Support event planning activities, including setup, breakdown, signage, vendor coordination, and on-site operational needs.
- Coordinate tourism initiatives, tournaments, and downtown activities by working with partners and supporting community engagement efforts.
- Provide on-site operational support and assist with real-time troubleshooting to ensure events run smoothly.
- Utilize school programs and the Chamber Ambassador Program to help staff, support, and enhance Chamber and community events.

Marketing & Communications Support

- Execute basic marketing and communications tasks.
- Schedule and post content on social media and update event calendars.
- Assist with website updates and newsletters.
- Organize photos, videos, and marketing assets for future use.

Qualifications & Experience

- Three (3) years' experience in office management, non-profit, or community-based work required.
- Bachelor's Degree in Business Administration, Communications, or related, preferred.
- Experience with member-based organizations or chambers, preferred

Skills

- Strong organizational skills and attention to detail
- Demonstrated reliability and ability to follow projects through
- Clear written and verbal communication skills
- Comfortable working independently with direction from leadership

Position Structure

- Reports directly to the Executive Director
- Full-Time, non-exempt
- Ability to work on-site full time and flexibility to work after hours and weekends to support live events as needed.

Compensation & Benefits

This is a full-time, non-exempt position with an hourly pay range of \$20–\$24 per hour, depending on experience and qualifications.

Additional benefits include:

- A monthly health stipend to help offset insurance and healthcare costs
- Eligibility for a quarterly sponsorship performance bonus, based on Chamber sponsorship outcomes