

Chamber of Commerce Coordinator

Position Summary

The Chamber of Commerce Coordinator is responsible for supporting the daily operations and communications of the Chamber, with a strong emphasis on digital engagement, event support, and member services. This role serves as the primary point of contact for coordinating communications, managing online platforms, and ensuring timely distribution of Chamber information. The right person for this position will be passionate about the success and growth of the city of Whitehall and will work closely with Chamber leadership, members, and the community to enhance visibility, strengthen member relationships, and support Chamber initiatives.

Key Responsibilities

Social Media & Digital Engagement

- Lead Chamber social media presence across platforms.
- Design graphics, take photographs, and create engaging content.
- Solicit content contributions from members and the community.

Website & Online Presence

- Maintain and update the Chamber website (WIX Events and other platforms).
- Consolidate and post reports from the secretary and treasurer.
- Create and post agendas, new member announcements, employer lists, and job postings.
- Post event information, business blog posts, and ongoing content updates.

Newsletter & Reports

- Generate the monthly Chamber newsletter.
- Solicit and create content, attach reports, and ensure timely distribution.
- Organize and archive reports in the appropriate Google Drive folders.

Event Support & Communications

- Draft and send event thank-you communications.
- Create blog posts for events and activities.
- Maintain and update the event calendar.
- Manage event emails, reminders, and postings via email, text, Facebook, and website.
- Support event logistics including mailings, deliveries, meal arrangements, and reservations.

Membership & Administration

- Send Chamber membership renewal letters.
- Coordinate meeting and event appointments and reminders.
- Support other ad hoc administrative needs to ensure smooth Chamber operations.