



Hales Corners Chamber of Commerce
P.O. Box 2
Hales Corners, WI 53130
www.halescornerschamber.com

Position: Coordinator (independent contractor)

Salary: \$20 per hour (paid monthly)

The Hales Corners Chamber of Commerce is hiring a Coordinator to perform a variety of administrative and clerical tasks. This position reports to the Chamber Board President. The ideal candidate will have excellent oral and written communication skills, be tech savvy, organized and able to work independently, exhibit a high standard of professionalism, and have a basic understanding of the local business community. Long-term commitment to the Chamber is essential.

Responsibilities

- Attend Board meetings, as necessary, attend Member meetings, and Chamber events
- Help to maintain Chamber's website including membership database, events calendar, and social media
- Assist with Chamber programs and events that support the Hales Corners business community
- Assist with writing and distributing member correspondence and basic office communications
- Maintain a physical and digital filing system
- Handle online event registrations and payments
- Possible future duties: provide basic bookkeeping duties (data entry, cash handling, invoicing, account reconciliation)
- Other duties as assigned by the Chamber Board president

Shared Responsibilities

- Assist with updates for the Chamber website
- Assist with updates, messages and photos
- Promote chamber programs and services
- Assist with maintaining Chamber supplies

Skills

- General knowledge of office management systems, accounting procedures and office equipment, marketing, technology, and people management skills
- Proficiency in MS Office (MS Word, Excel, Publisher, MS PowerPoint)
- Strong organizational skills with the ability to multi-task
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills as well as public speaking skills

Experience

- High School degree
- Knowledge of Hales Corners area businesses, through employment or volunteer work
- Technology, sales and marketing experience
- Long-term commitment (preferred)

To apply, please send a cover letter and resume to Chamber President Marcus Constantine (marcus.constantine@thejoint.com). Applications received by Friday, May 12, 2023 will receive first consideration.