



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

Hales Corners Chamber of Commerce Job Description – Coordinator

Salary: \$20 per hour (paid monthly)

Overview: The Hales Corners Chamber of Commerce Coordinator is a part-time independent contractor responsible for a variety of administrative and clerical tasks. 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. This position reports to the Chamber Board President.

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)