



Superior Chamber of Commerce Events & Membership Specialist

The [Superior Chamber of Commerce](#) in Colorado is seeking a Events & Membership Specialist to provide a variety of support to the Executive Director, including event coordination, membership processing, assisting with marketing and promotion, and general office support.

The position is for 15-20 hours per week with an hourly pay rate of \$20.00 paid every other week. As a part-time position, the Chamber does not offer retirement or health insurance benefits; however, sick pay is required by Colorado law. Hours are generally flexible, with Specialist required to be working at least half of the work hours in the office at times mutually agreed upon by the Executive Director and Specialist. Once workflow is established, some remote working is possible. Support at early evening and weekend events is also part of this position. In 2022, there will be eight major events of which two are on Saturdays. One event is on Fourth of July and the Specialist is expected to work 8:00 a.m. to 3:00 p.m.

REQUIREMENTS

- In-person at least 10 hours per week on non-event days.
- Experience working in an office/professional environment.
- Comfortable following up with vendors by email and phone.
- Well-organized with a keen attention to detail.
- Excellent writing and communication skills.
- Ability to operate autonomously with minimal supervision.
- Proficient with Office, including Word, Excel and Outlook. Experience with Facebook, Instagram, Constant Contact, Canva, Adobe Creative Suite preferred but not required.
- Must be able to stand at events for eight hours with little sitting, must be able to pick up 30 pounds, must be able to unload and carrying event gear, e.g. tables, chairs, supplies in boxes.

RESPONSIBILITIES

Job responsibilities may include, but are not limited to the following:

- Main responsibility is assisting with coordinating the events and attending the events to load in and load out supplies, set up, check in guests, etc.
- Assist when needed with processing membership applications online, including generate invoices, process bill payments and provide timely follow up via phone or email for application questions.
- Mail materials to renewing and new members.
- Post social media content and assist with monthly e-newsletter as directed by the Executive Director.
- Prepare and help with the distribution of materials needed for events such as emails, invitations, fliers, and tickets.

TO APPLY:

Please send a cover letter and a copy of your resume by 5:00 p.m. on Wednesday, February 23 to: deana@superiorchamber.com. No phone calls please.