



Job Title: **Membership and Events Coordinator**

Reports To: Executive Director, Director of Events & Communications

FLSA Status: Non-Exempt, Part time (up to 30 hours per week, flexible scheduling)

Salary Range: \$17.00-\$20.00 per hour

The Davis Chamber of Commerce (Chamber) is a non-profit member-driven organization with a mission to promote, support, and advocate for the economic vitality of its membership.

**POSITION OVERVIEW:** This is a part-time position in a dynamic, membership-based nonprofit community organization. The Membership and Events Coordinator is an important team player for the Chamber. This position is primarily responsible for maintaining/updating membership records, creating positive membership interactions and assisting with events as needed.

**RESPONSIBILITIES** include, but are not limited to:

- Membership retention through invoiced renewals and tracking.
- Making phone calls to members for renewals, profile updates.
- Membership and event sales.
- Answer incoming calls from the public and respond as needed.
- Updates to membership profiles as needed.
- Use Association Software to send news and information to membership.
- In support of the Director – Events & Communications:
  - Assist with bi-weekly newsletter, e-blasts, and social media postings.
  - Attend chamber socials and major events in a supportive role as needed.
  - Assist in collecting appropriate documents and payments from event participants.
  - Assist in day of event prep, execution, and wrap up.
  - Assist with large event volunteer coordination.
- In support of the Executive Director:
  - Provide general administrative support.
  - Assist with special projects, board meetings, and minor clerical, as needed.

**QUALIFICATIONS:**

- Collaborative, forthright, team-oriented, and exhibits a polite demeanor.
- Possesses excellent communication and written skills.
- Exhibit flexibility and creativeness in tasks as needed.
- Ability to multi-task and work independently with minimum supervision.
- Willingness to learn new programs, technology, and adapt to change.
- Strong knowledge of Davis, its businesses, and City of Davis/UC Davis.
- Willingness to proactively engage with current and prospective members.
- Gracefully accept criticism, with the ability to learn from setbacks and create positive outcomes.
- Work collaboratively to gain consensus and solutions among staff, members, and stakeholders.
- Exhibit strong interpersonal communication skills, including the ability to elicit cohesiveness from internal staff.
- Experience working in the non-profit sector is highly desired.

**EDUCATION & RELATED WORK EXPERIENCE:**

- Education – an associate degree in business, public administration, communications, organizational development, or related field. Two (2) years of experience with a similar organization can be substituted for this requirement.
- Experience – a minimum of two (2) years of progressively responsible experience (in addition to educational requirement).
- Technology – the ability to effectively use MS Office, CRMs, online search tools, social media, and a willingness to adapt to new and emerging tools and platforms.

**WORK ENVIRONMENT:**

The majority of duties will be performed from a home office, during regular business hours (9am-5pm) Monday through Friday. Some travel and work off-site may be required, as well as occasional work on evenings, weekends and/or holidays. The Chamber of Commerce does not have physical office space and works remotely.

**COMPENSATION AND EMPLOYEE BENEFITS:**

Wages will be commensurate with experience. The organization does not include a health or dental plan; however, each full-time employee may receive a monthly allowance (based on position) to help offset the cost of an insurance plan through Covered California or other healthcare option. The Chamber strives to provide compensation at market rates when compared to like organizations.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully.

- The employee is frequently required to sit for extended periods, use hands/fingers to handle or feel, reach with hands and arms, speak, and hear.
- The employee is occasionally required to stand, walk, stoop, kneel, and crouch.
- Employee may on occasion be asked to work long days in support of large annual events.
- The employee must occasionally lift and/or move up to 40 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.
- Reasonable accommodation will be made, if available, to enable individuals with disabilities to perform the essential functions.

**REASONABLE ACCOMMODATION:**

It is the policy of the Chamber to provide reasonable accommodation to qualified individuals with a disability who are applicants for employment or employees to perform the essential functions of the job. The chamber is an Equal Opportunity Employer.

**OTHER DUTIES AS ASSIGNED:**

The Membership and Events Coordinator shall perform any additional duties as specified by the Executive Director. All staff, including the Executive Director, shall fill in as needed in Chamber operations to successfully achieve the Chamber's mission and goals. Ability to drive and/or provide own transportation is required.

For consideration, email your resume and cover letter to Cory Koehler, Executive Director, @ [ckoehler@davischamber.com](mailto:ckoehler@davischamber.com).