



CHAMBER OF COMMERCE

Position Title:
Program Coordinator

Reports To:
President

Employment Status:
Part-Time, Twenty- Five hours per week

Required Education:
High school diploma or GED, Secondary Education preferred

Travel Required:
Local travel will be expected with occasional regional travel.

Salary:
\$10.00 hourly rate

Job Description:

The ideal candidate must have a strong interest in Washington County and helping businesses thrive in the region. You will assist, plan, coordinate, and help market all the programs run by the Washington County Chamber of Commerce.

Major Job Responsibilities:

- Managing and coordinating logistics for these programs/events including marketing and publicity duties, customer service, and selling sponsorships.
- Maintaining relationships with vendors, local agencies and committees; submitting and managing program budgets. Develop, prioritize, and implement tactical project plans.
- Make space reservations for events/programs, and coordinate logistics associated with programs/events
- Assist with marketing and social media
- Set up meeting and event schedules, organize materials, review itineraries, and book venues and services
- Assist members in connecting Chamber members to programs, services and involvement opportunities that meet their need

- Organize required catering services, room and equipment setup
- Assist with Board of Directors when needed
- Assist with administrative needs of department
- Assist with other program managers when required
- Evaluate effectiveness of programs for improvement and adjust accordingly
- Provides project status updates
- Newsletter

Job Requirements:

- Proven ability to organize and prioritize multiple tasks simultaneously as well as manage people to effectively motivate and produce quality results
- Strong knowledge of all Microsoft Office Professional applications, mobile apps, and social media outlets
- Established people management and interpersonal relationship-building skills with the ability to publicly speak and present comfortably
- Must be flexible regarding job responsibilities
- Excellent interpersonal skills
- Program budgeting management
- Ability to deal with constantly changing work demands
- Excellent written, grammatical and oral communication skills

Qualified applicants should submit resume and supporting documentation to chamber@washingtoncountyga.com or 603 S Harris Street Sandersville, GA.

All employment is contingent on the successful completion of a drug screen and possible background checks. Candidate must be legally eligible to work in the US.