

**Position Title:**

Marketing & Communications Manager

**Employment Status & Location:**

Full-Time position located in the Washington Co. Chamber of Commerce office in Sandersville, GA.

**Required Education:**

High school diploma or GED, Secondary Education preferred

Minimum of two years in marketing/promotion or related experience

**Job Description:**

The ideal candidate must have a strong interest in Washington County and helping businesses thrive while also being an asset to the Chamber team. You will assist, plan, coordinate, and help market all programs run by the Washington County Chamber of Commerce, which also heavily includes branding for the county as a whole. Telling the county story summarizes the job description.

**Major Job Responsibilities:**

- Develop marketing campaigns for Chamber and member promotion
- Manage tourism efforts utilizing the community branding
- Maintain the Chamber website and all social media sites
- Prepare weekly newsletter and Chamber chat emails
- Design and distribute all promotional material for events and programs
- Create all internal and external promotional materials including ads, brochures, mailers, etc.
- Manage photography, design, and content for community print marketing
- Maintain Chamber brand across all platforms
- Continuously promote the Chamber to the public
- Assist with membership retention by communicating about services and events to members
- Assist with the coordination of events and registration
- Coordinate with members for program partnerships

**Job Requirements:**

- Must be able to work in a quick pace, efficient office setting
- Must be able to attend all Chamber-related events and activities with flexibility during after hours
- Strong knowledge of all Microsoft Office Professional applications, mobile apps, and social media platforms and website
- 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
- Excellent written, grammatical, and oral communication skills
- Proven ability to organize and prioritize multiple tasks simultaneously as well as manage people to effectively motivate and produce quality results

Qualified applicants should submit resume and supporting documentation to [kmoncus@washingtoncountyga.com](mailto:kmoncus@washingtoncountyga.com) or 603 S Harris Street Sandersville, GA.

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