



**What we're looking for:** We are looking for an energized, fast-paced and creative individual who wants to join our team in helping to create fun, meaningful and beneficial programs, services and community events that benefit our local businesses, our community, and its citizens.

**Marketing, Events and Engagement Coordinator:**

1. Events coordinator – Includes management and recruitment of volunteers, developing logos and signage for events, managing event logistics for both pre- and post-event duties. (Will require some physical activity such as lifting and moving of boxes/bags/supplies, etc)
2. Marketing, logo design and signage coordinator for various events and campaigns (includes creation and design of ads in newsletter, publications such as the newspaper, magazines, event signage, etc.)
3. Maintain and update Chamber Website and Newsletter, including electronic distribution of newsletter to members on a monthly basis.
4. Maintain Chamber social media pages and campaigns on Facebook/Instagram/Twitter. (Member of the Day, shares, news, pics, etc)
5. Assist Exec. Director with the management of both the Leadership Greenwood and the YELL youth leadership program, including coordinating snacks/meals and meeting dates/times/locations and setup of any needed items, including but not limited to coordinating meeting spaces, set up of tables/chairs, A/V needs, supplies, meals, snacks, etc.
6. Assist with answering office phones and greeting visitors to the office.
7. Communicate as needed with city, state and federal agencies regarding economic development projects.
8. Coordinate and set up meetings as requested by Chamber/Economic Development directors.
9. Assist with business recruitment by responding to Requests for Information and Proposals (RFIs.RFPs).
10. Some duties will be required of the Economic Development Director, including bank deposits, light bookkeeping, member communications, some light event coordination, etc. ( NOTE: This could change in early 2024)

**Job Requirements and Desired Skills:**

1. College degree or equivalent experience in similar field of public relations/marketing/hospitality/community development.
2. Excellent working knowledge of technology, including social media, presentations via Power Point/Prezi, Adobe Illustrator and Acrobat, and other similar programs, Excel/Word/Publisher and other related computer programs that will aid in the management of Chamber events and the organization as a whole.
3. Excellent written and oral communication skills

4. Excellent people and negotiation skills
5. Ability to multi-task and handle multiple projects/events at one time
6. Excellent organizational and time management skills.
7. Ability to perform some physical labor before, during and after Chamber events, including lifting boxes, supplies, equipment, etc. in a fast-paced event environment.

**Send Resumes To:**

[info@greenwoodms.com](mailto:info@greenwoodms.com)

Mail to: Chamber of Commerce, PO Box 848, MS 38935.

Resumes may also be brought in person to the Chamber at 402 Hwy. 82 West in Greenwood. Call 662.453.4152 for additional questions.

Resumes will be accepted until **October 15, 2023**