

Washburn Area Chamber of Commerce

Community Engagement & Membership Coordinator

Position Type: Part-Time

Reports to: Chamber Board of Directors

Position Overview

The Community Engagement & Membership Coordinator serves as the welcoming face and voice of the Chamber. This role focuses on relationship-building, membership growth, event leadership, and community visibility. The coordinator actively connects businesses, partners, and residents while promoting Chamber initiatives and strengthening the value of membership.

Key Responsibilities

Engagement & Community Relations

- Serve as the primary point of contact for members, prospective members, and the public
- Build and maintain strong relationships with local businesses, nonprofits, and community leaders
- Represent the Chamber at community events, meetings, and outreach opportunities

Tourism Promotion

- Develop and implement tourism strategies and annual plan with the Board of Directors
- Tourism support and visitor liaison
- Execute tourism initiatives by collaborating with local businesses and regional partners

Events & Programming

- Plan, coordinate, and execute Chamber events, including networking events, ribbon cuttings, workshops, Brownstone Days, and community gatherings
- Collaborate with sponsors, volunteers, and partners to deliver successful programs

Marketing & Communications

- Manage and grow the Chamber's social media presence with engaging, consistent content
- Promote events, initiatives, and member highlights across digital platforms
- Coordinate and execute tourism marketing efforts with guidance from the Board
- Act as a positive and professional spokesperson for the Chamber

Membership Growth & Retention

- Cultivate strong relationships with members and prospective members
- Develop and implement membership recruitment and retention strategies
- Increase engagement and strengthen the overall value of Chamber membership
- Assist the Board with projects, reporting, and strategic initiatives

**Other duties assigned by the Board of Directors*

Qualifications

- High school diploma required; associate or bachelor's degree in communications, marketing, public relations, hospitality, tourism, nonprofit leadership, business, or a related field preferred
- Experience in community engagement, event coordination, marketing, sales, hospitality, or member-based organizations strongly preferred
- Strong interpersonal, networking, and relationship-building skills
- Comfortable serving as a public-facing representative and storyteller for the Chamber
- Experience managing social media platforms and basic digital marketing tools
- Ability to work independently, take initiative, and manage multiple projects simultaneously
- Excellent verbal and written communication skills

To apply: Please send resume and cover letter to board@washburnchamber.com