



FUNCTIONAL TITLE: Engagement Coordinator	CODE:	GRADE:	EFFECTIVE DATE:	REVISION DATE: 05/08/2024
REPORTS TO: President/CEO	CLASSIFICATION: Non-Exempt			
DEPARTMENT: Membership & Investments	PAY RANGE: \$18 - \$21 per hour : Full-Time			

SUMMARY STATEMENT:	General purpose for this job (what is done and why)
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The Chamber's Engagement Coordinator is responsible for new member sales, sponsorship sales, and our annual Resource Campaign.

BENEFITS	The availability and terms of these benefits may vary based on factors including, but not limited to, location, employment status, and company policies..
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- Paid professional development
- Starting 18 days PTO for full-time employees
- Healthcare, Dental, Vision, Life Insurance for full-time employees
- IRA 3% matching for full-time employees

PRINCIPAL DUTIES AND RESPONSIBILITIES	Majority of duties performed, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.
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- Create, implement, and manage a monthly new member sales campaign.
- Manage and execute the annual Resource Campaign to sell sponsorships for the coming year.
- Identify and market investment/sponsorship opportunities that will benefit existing members throughout the year.
- Administer monthly Business After Hours and Morning Schmooze events to help members build connections.
- Ensure performance at the highest level, adhering to the organization's core values and continuing appropriate professional development training.
- Other duties as assigned.

WORK AND PHYSICAL REQUIREMENTS	Minimum physical requirements to perform position.
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- Work environment: Normally a typical office environment, with minimal exposure to excessive noise or adverse environmental issues, with occasional outdoor exposure to heat, cold, and environmental elements. Hybrid work options available with consideration that this role will meet people face to face on a regular basis at various local businesses around the community.
- Physical demands: Manipulate, handle, feel, and control items or equipment. Able to read, write, and interpret written documents. Frequently lift and move objects weighing up to 25 pounds.
- Work Schedule: early mornings and late evenings required depending on events, programs and deadlines. Additional hours outside the typical 40 hour work week to sometimes be required, with overtime pay.

Email your resume to: K Duck@OFallonChamber.org