



FUNCTIONAL TITLE: Program Specialist (Part-Time)	CODE:	GRADE:	EFFECTIVE DATE:	REVISION DATE: 11/3/2021
REPORTS TO: President/CEO	CLASSIFICATION: Non - Exempt			
DEPARTMENT: Operations	Send Resume to: KDuck@OFallonChamber.org			

SUMMARY STATEMENT:	General purpose for this job (what is done and why)
---------------------------	---

The Program Specialist acts as the front-line customer service agent for the O'Fallon Chamber of Commerce & Industries. Helping grow our local businesses and enhancing our local economic vitality through coordinating programming, events and resources. Additional administrative work is necessary due to minimal staff within the organization. This role is vital to the brand and consistency for the Chamber.

PRINCIPAL DUTIES AND RESPONSIBILITIES	Majority of duties performed, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.
--	--

- Leading the Chamber team in customer service efforts and acting as front-line face for organization by directing office calls, answering inquiries and greeting visitors to the office.
- Program Coordinator
 - Prepare Ribbon Cutting Plaques and supplies to celebrate new or renovated businesses.
 - Update online calendar with community events to support local community pride.
 - Organize logistics for General Membership Meeting on a monthly basis, including registration, printed materials, facility and food coordination, as well as all supplies.
 - Coordinate Morning Schmooze details, execution and wrap up.
 - Prepare all materials and supplies to ensure successful monthly Business After Hours.
 - Prepare printed materials and snacks for Chamber Hack on a quarterly basis.
 - Print monthly Board packets for Directors' binders and coordinate lunch with restaurant partner.
- Perform monthly duties regarding monthly mailings to members, prospects and community leaders, including renewal & thank you cards.
- Participate in team development.
- Manage a clean reception area and conference rooms, as well as organize office supplies as needed.
- Other duties as assigned.

WORK AND PHYSICAL REQUIREMENTS	Minimum physical requirements to perform position.
---------------------------------------	--

- 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. Early morning or late evening a possibility due to event schedules.
- 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.