Part-Time Marketing Coordinator

The Matthews Chamber is currently looking for a Part-time Marketing Coordinator who is creative, experienced and motivated with the desire, skills, and experience to design eye-catching and cutting-edge visuals and maintain our websites and social media. Also lends creative abilities to plan for events and other Chamber, Town of Matthews or RedBrick Partnership assignments. This position is part-time on Mondays, Wednesdays & Fridays from 9am to 5pm. With occasional weekend or evening work required.

Key Responsibilities:

- Greet visitors when entering the building
- Answer phones
- Basic office equipment skills i.e. copying, faxing, postal meter
- Website updates to keep material current for customers to view
- Assist the Director in creating written communications and chamber, Town or RedBrick publications, including but not limited to newsletters, newspaper articles, flyers and various brochures.
- Assist in the creation of tourism ads for local and regional publications
- Ensures website pages are up-to-date with the latest offerings, events, etc.
- Designs graphics and visual content (infographics, charts, graphs, etc.)
- Assists in selection, design, and ordering of branded promotional items
- Manages social media
- Assists in planning, preparation and implementation for events
- Some after hours or occasional Saturdays are required

Requirements:

- Associates degree preferred or minimum of 2 years' experience in graphic design
- 2+ years experience in WordPress
- At least one year marketing experience
- Customer Service experience is desired
- Proficient in Outlook, Excel, Word, PowerPoint, and Photoshop / Adobe InDesign and/or Illustrator
- Strong creative skills
- Strong attention to detail
- Cooperation skills
- Self-motivated
- Innovative thinker

Physical Demands:

- This is mainly a sedentary role, so must be able to sit for long periods of time without problems
- Must have repetitive arm, hand, wrist and/or finger movement to type and work on computer
- Occasionally required to stand; walk and stoop, kneel, crouch or crawl.
- Ability to use close vision and able to focus including but not limited to reading/proofing various materials, and looking at a computer screen.
- Ability to lift 0-30lbs is required.

Work Environment:

- Generally work in an indoor controlled environment
- Ability to work in a noisy or distracting environment
- Adaptable to the prospective or existing member's work environment

Applicant instructions:

To be considered for this position, please submit cover letter and resume to Kelly Barnhardt, Executive Director at email address: kbarnhardt@matthewschamber.org or mail to: 210 Matthews Station Street, Matthews, NC 28105.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. The Matthews Chamber of Commerce is an Equal Opportunity Employer.