



Office Coordinator – Job Description

Lancaster by the Bay Chamber of Commerce is seeking an energetic, personable, and dynamic Office Coordinator to join the team! The Chamber is an active and highly respected organization with approximately 320 members (and continuously growing.) The ideal Office Coordinator is a self-starter with strong organizational, computer, writing, and communication skills. This is a part-time position of 15-20 hours per week depending on workload, events, etc. Candidate must be flexible during peak event season. Wages will be determined by applicant's experience and qualifications.

The Office Coordinator reports to the Executive Director and undertakes a wide variety of activities that contribute to the mission and success of the Chamber.

Qualifications:

- Adept in technology, proficient in Microsoft Office Products (Word, Excel, PowerPoint, etc.)
- Familiar with social media
- Must have reliable transportation
- Ability to perform intermittent physical activity such as bending and lifting (up to 50 pounds) and prolonged times of standing (during events)

Overall Office/Administrative Responsibilities:

- Serves as first point of contact for individuals visiting or interacting with the Chamber office
- Ensures all aspects of office, including front desk/reception duties are fulfilled
- Maintain a well-functioning, tidy, and efficient office environment
- Provides administrative support to Executive Director

The ideal Office Coordinator will also assist the Executive Director with Marketing/Member Communication functions such as:

- Monthly newsletters and other various publications throughout the year
- Member communications and correspondences
- Website and social media updates
- Various marketing campaigns and promotions, and event preparation
- Miscellaneous additional requirements that arise in a fast-paced, dynamic workplace

***This position will evolve as the Chamber continues to grow. Flexibility to modify and expand job responsibilities will be key to long-term success in the role.*

To apply: please email your resume to
Executive Director, Sydney Moss Walters – info@lancasterva.com