

# **Bryant Area Chamber of Commerce**

## **TITLE**

### **Community Relations Assistant**

## **NATURE AND PURPOSE**

This position performs duties of a responsible nature requiring initiative and discretion, knowledge of assigned subject areas, coordination of activities with an emphasis on timely and effective delivery of project work products, proficiency in day to day management of technical assistance, event coordination and implementation, marketing, planning and development of programs designed to promote Chamber members within the community.

## **KEY CAPABILITIES**

- Excellent written, verbal and social networking communication skills
- Critical thinking and problem solving skills
- Organization and planning
- Decision-making
- Communication skills
- Formal presentation skills
- Persuasiveness
- Adaptability
- Innovation
- Judgment
- Collaboration
- Delegation
- Team work
- Negotiation
- Conflict management
- Adaptability
- Stress tolerance

## **MAJOR DUTIES AND RESPONSIBILITIES**

- Direct support to the Executive Director
- Ad sales as directed by the Executive Director
- Coordinate project logistics and work products within time line requirements
- Attention to detail and budgeting concerns
- Timely completion of deliverables
- Produce various correspondence, reports and other materials with accuracy
- Composition and preparation of correspondence in assigned project areas

- Preparation and distribution of information and/or materials to Executive Director and Board of Directors
- Presents the advertising opportunities with the Chamber to the business and organization members. This will involve use of employee's vehicle to go out to visit members.
- Establishes and maintain effective working relationships with Chamber officers and favorably and professionally represents the Chamber in contacts with the general public.
- Provides the ability and leadership to assist the Chamber to motivate and inspire volunteers
- Assists the Chamber committees to achieve active and effective committee projects and events.
- Establishes and facilitates communication both within the Chamber and externally with other agencies, organizations and businesses
- Acts as liaison with other Chambers, business, and local and statewide organizations under the direction and at the request of the Executive Director
- Monitors and updates Website and social networking under direction of the Executive Director
- Help with delivery and selection of lunches served at various Chamber meetings
- Work occasional night or evening events

## **RELATIONSHIPS**

- Works under the supervision of Executive Director and the Board of Directors
- Establishes and maintains effective working relationships with Chamber officers and professionally represents the Chamber in contacts with the general public

## **KNOWLEDGE, SKILLS AND TRAINING**

- Ability to communicate and work with the public
- Exercise initiative, discretion and assume responsibility
- Work with a minimum of supervision
- Maintain accurate records
- Ability to maintain confidentiality/be discreet
- Understanding of the use of social networking media used by the Chamber
- Understanding of website marketing
- Extensive knowledge of office software programs, internet usage and website design and maintenance

## **REPORTING**

Reports to the Executive Director

**Bryant Area Chamber of Commerce**