



Communications Coordinator Position Description

POSITION TITLE: Communications Coordinator

POSITION CLASSIFICATION: Full-time/Hourly

REPORTING RELATIONSHIP: Director of Marketing & Communications

QUALIFICATIONS

- Excellent interpersonal and customer service skills.
- Strong attention to detail.
- Excellent time management skills and ability to prioritize tasks.
- Basic understanding of administrative and clerical systems.

RESPONSIBILITIES AND DUTIES

- Coordinate placement, tracking, and invoicing of digital advertisements.
- Work with Chamber News magazine advertisers/members to:
 - Track and coordinate advertisement placement.
 - Document payments and assist with invoicing needs.
- Provide basic updates to Chamber's website and social media platforms.
- Order organization branded items while maintaining brand standards.
- Prepare and send routine physical mailings.
- Assist with Chamber event preparation.
- Document post-event & program information within the organization's Customer Relationship Management (CRM) system.
- Serve as back up for receptionist duties, welcoming guests and fielding phone calls in a positive manner.
- Help to develop and manage a budget.
- Provide administrative support to team members to ensure efficient workflow.
 - Serve as support to Forward Sioux Falls Program Director's programming:
 - Community Appeals Committee
 - Joint Venture Management Committee
 - Forward Sioux Falls
 - Assist with basic accounting/cash receipts duties
- Perform other duties as assigned.

EDUCATION AND EXPERIENCE

- Post-secondary degree/certification preferred.
- Proficiency in Microsoft Office products.

PHYSICAL REQUIREMENTS

- Prolonged periods of sitting at a desk and working on a computer, with intermittent walking and climbing stairs.
- Able to lift 20 pounds periodically, while squatting and/or bending.
- Hold a current driver's license.

TO APPLY: To apply, send a cover letter, résumé, and list of three references to jblom@siouxfalls.com, with email subject line reading "Communications Coordinator Application."