

Member Services Coordinator

The Greater Oklahoma City Chamber is seeking a member services coordinator to serve as key point of contact for chamber members, particularly new members looking to be more involved with the Chamber. Coordinator serves as a staff liaison with the Chamber Ambassadors volunteer group and manages members' ribbon cuttings and groundbreakings. This position will manage and direct responses to customer service needs and ensure appropriate follow through.

Principal duties include:

- Coordination of member services programs designed to engage existing and prospective members.
- Coordinate the Chamber Ambassador program ensuring the group is an effective part of the chamber's member engagement efforts.
- Coordinating quarterly Board of Advisors Small Group meetings. Serve as primary point of contact for this program.
- Support the Chamber's Total Resource Development Campaign (TRDC) as needed.

The successful candidate will have the following qualifications:

- Must be able to travel independently. Reliable transportation and valid driver's license is required. High amount of mobility is necessary.
- Possess a professional demeanor and an orientation toward customer service with exceptional relationship-building skills.
- Ability to use independent decision-making abilities to resolve issues as they arise and play a key role in ensuring projects meet objectives on time and within budget.
- College degree in marketing, public relations or similar field preferred.
- Above average communication skills with the ability to communicate information and ideas so others understand.
- Database management experience and strong computer skills. (Word and Excel proficiency required.)
- Position requires extended periods of sitting in an office environment while utilizing a computer, keyboard, mouse and telephone. Position may also require extended periods of standing and lifting/carrying up to 35 pounds.
- Position requires flexible scheduling – including some work before or after normal office hours.

Send resume and salary requirements to HR@okcchamber.com by October 2, 2017.

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