



Job Description for Coordinator of Communications & Marketing

RESPONSIBLE TO: President/CEO

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. *Other duties may be assigned.*

- Researches, writes, edits, designs and updates all chamber publications, the chamber website and collateral materials.
- Creates video events, programs and projects
- Manages social media for all chamber programs and events
- Produces content for and distributes all chamber communications including emails and press releases
- Coordinates Edmond Young Professionals program
- Coordinates Leadership Edmond Alumni program
- Coordinates chamber ribbon cuttings
- Serves as the subject area expert in the areas of communications. Keeps President/CEO updated on trends and new programs at least quarterly.
- Assists with day to day office functions and provides guidance to support personnel as directed, or as routine functions dictate.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's degree (B.A.) from four-year college or university in communications or a related field; and preferably at least one to two years related experience and/or training; or equivalent combination of education and experience.

OTHER SKILLS and ABILITIES:

- Working knowledge of computer systems and software packages; Windows applications, Microsoft Office Suite and Adobe Creative Suite including Adobe InDesign
- Strong communication and writing skills
- Knowledge of AP Style grammar
- Ability to establish credibility and be decisive
- Must have professional attitude and appearance
- Must work well with the membership and staff
- Preferably photo and video experience (or willingness to learn)