



# **JOB OPPORTUNITIES**

## **Chamber of Commerce Part-Time Digital Media Coordinator**

### **Job Description**

The Elk City Chamber of Commerce is seeking a highly motivated individual to work as a Digital Media Coordinator. The individual will work under the direction of the Executive Director of the Chamber of Commerce. The mission is to highlight the many charms of our community and to accelerate the growth of our community along a multitude of social and digital media platforms and to help enhance the many activities, events and attractions that Elk City has to offer along with our Chamber Members.

### **Preferred Experience & Abilities (not limited to)**

- Proven working experience in social media marketing or as a Digital Media Specialist along with graphic design
- Excellent consulting, writing, editing (photo/video/text), presentation and communication skills
- Demonstrable social networking experience and social analytics tools knowledge
- Adequate knowledge of web design, web development and SEO
- Knowledge of online marketing and good understanding of major marketing channels
- Positive attitude, detail and customer oriented with good multitasking and organizational ability
- Person needs to be self-motivated and highly creative
- Assist with and attend Chamber/CVB/Community activities and events as required and there will be some weekends and evenings
- Able to manage social media platforms and website updates and promote Chamber Members, activities, events and Elk City attractions
- Writing and communication skills
- Maintains a high level of confidentiality
- Willing to learn new applications/processes when applicable, along with ongoing professional training as needed to maintain current with technological demands of position
- Provides the highest quality customer service to members and the public

### **Skills & Qualifications**

Persons applying should have basic office skills to include answering phones, emails, and general record keeping skills. The individual must be fluent with multiple social media platforms to include, but not limited to Facebook, Twitter, Instagram, Tic Tok, and Snapchat. You must also be familiar with working in and creating word documents, spread sheets, and slideshows. Ability to handle multiple tasks and attention to detail. Ability to work cooperatively with staff and volunteers.

### **Preferred Educational and Experience Requirements**

- High School Diploma or GED
- Bachelor's Degree in Communications/Marketing or equivalent
- 1-2 years of marketing and/or communication experience
- Must have Valid Driver's License
- Criminal & Employment Background Check
- Must pass pre-employment drug screen

All Serious inquiries, please mail or email resume with 3 references • No phone calls please

**ELK CITY CHAMBER OF COMMERCE**

**PO Box 972 • Elk City, OK 73648**

**elkcitychamber@itlnet.net**

*Must be received by July 23, 2021*