

# Services Manager

## Midwest City Chamber of Commerce

5905 Prosper Blvd.

P.O. Box 10980

Midwest City, Oklahoma 73140

The Services Manager represents the Midwest City Chamber to the community, its businesses and community leaders by presenting a professional business image and positive attitude at all times. The Services Manager reports to the President and works closely with all staff members to achieve the goals of the Chamber's program of work.

### **Qualifications:**

- Bachelor's degree in Marketing, Communications or Public Relations preferred. Previous experience considered.
- Requires excellent verbal and communication skills, and attention to detail.
- Previous Chamber of Commerce, hospitality or non-profit experience preferred.
- Ability to manage multiple tasks and projects simultaneously.
- Ability to speak in public.
- Knowledge of the Midwest City community is preferred.
- Must be a U.S. Citizen.

### **Specific Duties:**

- Assist the President in implementing the Program of Work.
- Assist the VP of Partnerships in coordinating special events such as annual celebration, golf tournament, forums, luncheons, community events, Tinker and the Primes Conference, fundraisers, Chamber trips, etc.
- Assist the President with correspondence, letters, memos and emails.
- Assist with the Chamber's bi-annual Midwest City Guide.
- Provide content and manage the email database software (Constant Contact) for event reminders, sponsorship opportunities, and weekly email newsletters.
- Record minutes for the Board of Directors meetings as well as document and maintains minutes for files.
- Assists in preparation for the annual audit.
- Engage in public relations activities on behalf of the Chamber within and outside the community.
- Attends events on behalf of the Chamber which may include Grand Openings/Ribbon Cuttings, Business Before/After Hours, Sunrise Socials and all partner related activities
- Assists in updating partner information in chamber database including adding new partners, updating representatives, applying payments and generating invoices and reports.
- Assists in the implementation of the Chamber's annual Adult and Youth Leadership Programs by updating applications, scheduling, booking facilities, catering, transportation, etc. and assisting with the class project.
- Assists VP of Partnerships in the coordination of Tinker and the Primes Conference to include marketing, updating conference sponsorship and attendee materials, work with graphic designer for the program/videos, update diagrams and packets, work with committee members (including Tinker AFB personnel) on event agenda, recruit and assist exhibitors and sponsors, etc.
- Contact numerous vendors throughout the year to obtain various bids for services and goods.
- Assists in reservations for meetings, receptions, fundraising events, luncheons, etc.
- Assists in all general mailing preparation and with general office duties shared by all staff, which includes answering phones, directing calls and light housekeeping.
- Other duties as assigned by the President.

### **General Information and Additional Duties:**

The Services Manager is required to drive a motor vehicle in the completion of his/her job duties, and is expected to maintain a valid Oklahoma Driver's License and proof of insurance during the term of his/her service to the Chamber.

The Chamber of Commerce is a non-profit organization which relies on its partners and volunteers. The Services

Manager must possess the skills to work in a professional manner with our partners and volunteers.

The Services Manager must be bondable. The President reserves the right to review applicant's social media. Performance evaluated on an annual basis.

This position is considered a full-time position, working during normal business hours, Monday – Thursday from 9 a.m. - 5:00 p.m. and Fridays 9 a.m. – 4 p.m. The nature of the Chamber of Commerce business requires occasional early morning, evening or weekend work hours. This position is not a "work-at-home" job. This position is bound by all policies and procedures included in the Chamber's Employee Handbook in its current form and as it may be amended in the future.

#### Employment-at-Will

The Midwest City Chamber of Commerce is an "at-will" employer. This means that you or the Chamber are free to end the employment relationship at any time, with or without notice, with or without cause and that your employment is for no specified period of time.

#### Compensation:

- A \$30.00 cell phone allowance and a \$200.00 health insurance allowance are given each month after 90 days. The Midwest City Chamber of Commerce does not currently provide group major medical insurance.
- Salary paid semi-monthly on the 15<sup>th</sup> and last day of the month.
- Mileage reimbursement for use of personal vehicle on official Chamber business will be paid at the maximum allowable rate according to the U.S. Internal Revenue Department regulations. Approved mileage log must be submitted for reimbursement.
- Vacation and PTO provided after 90-day probation period.

Interested applicants can email or mail a cover letter and resume to: [Marcy@MidwestCityok.com](mailto:Marcy@MidwestCityok.com) or to Marcy Jarrett at the address listed. For more information, call 405.733.3801.