



POSITION: Administrative Coordinator

REPORTS TO: President & CEO

POSITION OVERVIEW:

The Chamber's top priority is to support members by providing information, advocacy, connections, and promotion opportunities to help their businesses be successful. The Administrative Coordinator is responsible for projects and tasks that enhance member value and increase member engagement.

PRIMARY RESPONSIBILITIES:

Member Communications

- Develop and distribute comprehensive weekly e-newsletter to inform Chamber stakeholders.
- Assist with updating website content, collateral materials, and communication platforms to ensure consistent and timely information dissemination.

Events and Program Management

- Manage the Chamber's networking events and professional program planning.
- Collaborate with event hosts to coordinate logistics and coordinate staff and volunteer support to ensure smooth event operations and exceptional member experiences.

Membership Support

- Provide administrative support to the Director of Membership in recruitment, retention, and renewal processes.
- Assist in preparing membership materials and supporting new member onboarding initiatives.

Committee Administration

- Serve as an administrative liaison for assigned Chamber committees.
- Prepare meeting materials, track action items, and facilitate communication between committee members and Chamber leadership.

Office Operations

- Deliver professional front-line support by managing incoming calls, greeting visitors, and providing exceptional customer service.
- Assist with internal meetings and events, ensuring efficient use of Chamber office resources and maintaining a welcoming professional environment.

ADDITIONAL EXPECTATIONS:

- Mission Focused: Understand, support and work to advance the Chamber's mission, vision, priorities and programs.
- Customer Centric: Build positive relationships with members and stakeholders and provide excellent customer service in all interactions.
- Change Management: Willing to consider bold new approaches to achieve goals while remaining conscious of legacy expectations.
- Sound Judgement: Make thoughtful, timely decisions based on careful situation analysis that considers organization reputation, stakeholder needs, financial implications, capacity constraints, alternative options, and prior experience.
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REGIONAL CHAMBER OF COMMERCE

- Results Oriented: Focus on outcomes, anticipate and adjust for roadblocks, prioritize tasks and use time wisely to meet deadlines.
- Financial Stewardship: Ensure the effective, efficient use of chamber resources and carefully manage project budgets.
- Team Support: Contribute to the success of colleagues and strengthen team culture to advance the Chamber's overall goals. Specifically support to member sales and renewal efforts.

QUALIFICATIONS:

- Associate's degree in business, marketing, communications, political science or related field.
- At least two years' experience in an administrative setting.
- Strong verbal and written communications skills.
- Ability to support the staff and board in pursuit of organizational goals.
- Proficiency in Microsoft Office, specifically in Outlook, Word, PowerPoint and Excel required. Database and graphic design experience helpful. Ability to learn new technology as required.

BENEFITS:

- Working with a staff and board that have a passion for our mission and believe in each other.
- A work environment that empowers individuals' professional development.
- A chance to make contributions to the community and see the results of your work in daily life.
- A part-time position with ~30 hours based around core office hours.
- Competitive hourly wage.

CHAMBER VALUES:

The Chamber is a mission-focused, member-serving, non-profit business organization with a mission to promote economic prosperity to enhance the well-being of everyone in our region. We are guided by four core values:

- Integrity: be honest, transparent and do the right thing every time
- Collaboration: seek opportunities to partner and achieve together
- Inclusion: intentionally reach out to stakeholders with diverse backgrounds and perspectives
- Service: warm hospitality and reliable follow through in every interaction