

## STONEHAM CHAMBER OF COMMERCE

# Membership Coordinator

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The Membership Coordinator provides a variety of support to the Executive Director for Chamber initiatives including event preparation, marketing, membership, invoicing, communications, confidential matters and general office support.

This position is paid hourly and reports directly to the Executive Director. The position averages 10 hours per week, with the possibility of up to 15 hours to support specific events such as the Summer Concert Series, Town Day and the Tree Lighting on the Common. Hours are generally flexible, but support at occasional early evening, early morning and weekend events is also part of this position.

### REQUIREMENTS

- Experience working in an office/professional environment.
- Comfortable making sponsorship requests and following up with billing matters, including past due invoices.
- Well-organized with a keen attention to detail.
- Excellent writing and communication skills.
- Ability to operate autonomously with minimal supervision.
- Proficient with Office, including Word, Excel and Outlook.
- Experience with Constant Contact, WordPress, Canva, QuickBooks and/or ChamberMaster a plus.

### RESPONSIBILITIES

Job responsibilities may include, but are not limited to the following:

- Oversee membership outreach including generate monthly invoices, process bill payments and provide timely follow up via phone or email if bill is unpaid.
- Mail materials to new members and new businesses. Follow up on leads in person or over the phone.
- Create Chamber social media member-related content.
- Provide support in the planning, implementation and follow-up for Chamber events.
- Prepare and help with the distribution of materials needed for events such as emails, invitations, fliers and tickets.

### TO APPLY:

Please send a cover letter and a copy of your CV to [ed@stonehamchamber.org](mailto:ed@stonehamchamber.org) or by mailing it to: Stoneham Chamber of Commerce | 335 Main Street, Suite 202 | Stoneham, MA 02810.