



JOB OPPORTUNITY

Member Services Coordinator

Do you believe in supporting Evergreen Park by shopping at local businesses? Are you a social person who enjoys interacting with and helping others? Would you like to earn extra income by working a few hours per week? The Evergreen Park Chamber of Commerce (EPCC) needs you! We are seeking an organized, outgoing, and media-savvy professional to serve as our Member Services Coordinator. If you are ready to create opportunities for member networking, education, and collaboration, then you may be our ideal candidate!

Duties include:

- Developing an effective program of membership recruitment and retention.
- Managing Chamber communications to be more responsive to members' needs.
- Planning and executing social and networking events, such as the holiday luncheon.
- Providing education programs to develop professional, technical, and managerial skills.
- Cultivating positive relationships between the EPCC and its members.
- Utilizing community connections and partnerships to advance the goals of the Chamber.
- Attending Chamber meetings on the first and last Tuesdays of each month.

Other requirements:

- Ability to communicate effectively orally, in writing, and in group presentations.
- Familiarity with Microsoft Office, Facebook, Gmail and Google Docs.
- Experience with the WordPress content management system for basic website updates (or the motivation to learn and follow through).
- Valid driver's license.

Time commitment: Flexible schedule, 12 hours/week.

Salary: \$15/hour + stipend for each new member recruited

A complete job description can be found on our website at <https://www.evergreenparkchamber.org/the-chamber-is-hiring/>. Submit resume, cover letter, and three references to employment@evergreenparkchamber.org before June 19, 2019, at 5 pm. No phone calls will be accepted.

FLSA Status

The Member Services Coordinator is an independent contractor, not a paid employee. The contractor waives rights to regular employee benefits and is responsible for own income and employment taxes. Contractor will generally work from home; he/she will be reimbursed for office supplies but must use own equipment to perform duties.

Equal Opportunity Statement

The EPCC does not discriminate in its hiring practices. All qualified applicants will receive consideration without regard to race, color, creed, religion, origin, age, disability, sex, or any other characteristic protected by law, rule, or regulation.

Criminal Background Check

The contractor receiving a conditional offer of engagement will be required to undergo a criminal background check and provide the EPCC with the resulting report. The contractor may refuse to obtain the background check or provide the report, in which event the offer will be withdrawn.

Posted 5/2/19