



The Evergreen Park Chamber of Commerce has served the business community since 1947 by creating a positive business environment, promoting commerce, and developing and providing information and advocacy in a responsive and ethical manner. The Chamber is the voice of our membership, which is comprised of businesses and organizations in and surrounding the community.

Job Opportunity

The Evergreen Park Chamber of Commerce is looking for a Member Services Coordinator.

The duties include:

- Developing and implementing an effective program of membership recruitment and retention
- Managing Chamber communications to be responsive to members' needs.
- Planning and executing educational, informational, networking, and social events
- Cultivating positive relationships between the Chamber and its members.
- Utilizing community connections and partnerships to advance the goals of the Chamber.
- Attending Chamber board, committee, and general membership meetings, as planned

Other requirements are:

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

This position reports to:

- the executive committee of the board.

The time commitment is:

- Attend regularly scheduled board meetings
- Flexible working schedule, about 12 hours per week
- Working from home, except for meetings
- Salary: \$15/hour, plus incentive for new member recruitment

FLSA Status

The Member Services Coordinator is an independent contractor, and not a paid employee. The contractor waives rights to regular employee benefits, and is responsible for his/her own income and employment taxes. Contractor will generally work from home. The contractor 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 Chamber 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.

Job Description

A complete job description can be found on the Chamber website at <https://www.evergreenparkchamber.org/the-chamber-is-hiring/>. Submit resume, cover letter, and three (3) references to employment@evergreenparkchamber.org before January 31, 2023, at 5 pm. No phone calls will be accepted.

Background

- Do you like interacting and working with people?
- Do you believe in supporting Evergreen Park and the surrounding community by patronizing local businesses?
- Are you organized and good at communicating verbally and in writing?
- Would you like to earn extra income by working a few hours per week?

Then please consider this opportunity.