

**Administrative Coordinator**  
**West Memphis Chamber of Commerce**

The West Memphis Chamber of Commerce is seeking an energetic, highly-skilled administrative professional. This position will be responsible for the implementation of Chamber goals, events and programs as designated by the Executive Director and Chamber Board.

**Key Capabilities**

- Positive Attitude
- Exceptional interpersonal skills
- Critical thinking and problem-solving skills
- Self-starter and able to complete tasks without direct supervision
- Strong organizational, project management and problem-solving skills with impeccable multi-tasking abilities
- Basic knowledge of non-profit structuring and purpose
- Excellent written and verbal skills
- Excellent presentation and meeting facilitation skills
- Emotional intelligence, including a high degree of tact, discretion and confidentiality
- Advanced Proficiency in Microsoft office applications, Wordpress and various social media platforms

**Major Responsibilities**

- Work with the Executive Director and Board of Directors to implement Chamber goals.
- Maintain services to Chamber membership in the most professional manner.
- Prepare press releases, social media updates, event flyers and Chamber newsletters.
- Serve as a Chamber liaison to members, civic organizations and government agencies.
- Coordinate and maintain the Chamber Diplomat program for public relations activities.
- Maintain various programs as assigned by the Executive Director.
- Assist Executive Director in the coordination of Chamber events, meetings and projects.
- Represent the Chamber at various meetings and events.
- Must have the ability to work irregular hours and occasional weekends.
- Maintain confidentiality and discretion regarding Chamber matters.
- Conduct research, collect and analyze data to prepare reports and documents.
- Responsible for any other activities as assigned by the Executive Director.

**Qualifications**

A minimum of a high school diploma and three years of high-level administrative experience. Strong attention to detail and a high commitment to the quality of all projects. Strong computer skills, including proficiency in Microsoft Word, Excel and PowerPoint.

If you would like to be considered for the position, please forward a copy of your resume, along with names and contact information for three (3) professional references to:

West Memphis Chamber of Commerce  
108 W. Broadway  
West Memphis, AR 72301  
[wmcoc@westmemphischamber.com](mailto:wmcoc@westmemphischamber.com)  
Please no phone calls or walk-in inquiries.