



STEAMBOAT SPRINGS CHAMBER

Communications Coordinator

Position Overview:

We are seeking a passionate, creative, results driven team player to coordinate the Chamber's communication efforts. The Communications Coordinator is responsible for creating member communications, assisting in marketing efforts, social media, content creation and media and public relations. This person will collaborate across departments to create cohesive messaging for all Chamber communications.

Responsibilities:

This position reports to the Marketing Director. Responsibilities include but are not limited to:

- Creation and distribution of all membership emails and communications
- Work with Marketing Director and Public Relations contractor to coordinate all press trips, media stays and engagement
- Fulfill photo and information requests of journalists, maintain and enhance photo library for media and collateral usage
- Create and manage press passes and waivers for various events
- Write and distribute press releases for events, membership, marketing, and other purposes
- Develop and distribute Public Service Announcements to local media
- Maintain Chamber presence on social media channels
- Write engaging content for e-newsletters, website and blog as needed
- Manage the SSC Complimentary Lodging program
- Maintain and build relationships with local businesses and activity companies
- Update and manage the online media center
- Serve as the administrator of the Steamboat Springs Film Committee and facilitate bi-monthly meetings.
- Work a flexible schedule outside of normal working hours when required
- Performing other duties that may be assigned to this position from the CEO and Marketing Director

Qualifications:

Excellent written and verbal communication skills

2+ years experience in a communications or marketing role

Superior time management and organizational skills and ability to meet deadlines

Ability to work both independently and as part of a team

Knowledge of email marketing software such as Constant Contact or a similar program

Experience executing regular, branded social media content

About the Chamber:

The Steamboat Springs Chamber provides support for local businesses and economic development for the City of Steamboat Springs as well as surrounding communities in the Yampa Valley. The Chamber is responsible for the promotion of tourism during non-ski season months and produces several major special events throughout the year. Our working environment is fun, challenging, and fast-paced. We provide an excellent benefits package including fully paid employee medical and dental insurance, 401K and flexible time off (some qualifying periods apply).