



STEAMBOAT SPRINGS CHAMBER

Marketing & Administrative Coordinator

Position Overview:

We are seeking a passionate, creative, results driven team player to coordinate the Chamber's marketing and support efforts. The Marketing & Administrative Coordinator is responsible for assisting in marketing efforts, media and public relations and general administrative support. This person will collaborate across departments to support the overall efforts of the Chamber.

Salary Range: \$45,000-\$50,000

Responsibilities:

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

Marketing

- Work with Marketing Director and Public Relations contractor to coordinate press trips, media stays and engagement
- Fulfill photo and information requests of journalists, maintain and enhance photo library for media and collateral usage
- Write and distribute press releases for events, membership, marketing, and other purposes
- Manage the SSC Complimentary Lodging program
- Update and manage the online media center
- Facilitate the Service Excellence program
- Work a flexible schedule outside of normal working hours when required

Leadership Support

- Support CEO in meeting logistics, scheduling, communications, etc.
- Provide support for directors as time allows

Board and Committees

- Manage meeting logistics – book space, schedule, communicate, prepare, attend, record, etc. – for all committee meetings including Board of Directors, Marketing Committee, Local Marketing District, Economic Development Council, Lodging Association, Young Professionals Network and any other requested by the CEO
- Maintain and distribute meeting minutes
- Manage committee rosters and coordinate correspondence as needed
- Facilitate efforts to maintain strong relationships with Board and Committee members

Building/ Office Maintenance

- Responsible for the negotiation and management of building maintenance
- Inventory and order supplies, including office, cleaning and building maintenance supplies
- Operate and maintain office machines, including phone system, printers, copiers, etc.
- Manage mail
- Log invoices
- Manage cleaning crew

Perform 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 an administrative or marketing support role
- Superior time management and organizational skills and ability to meet deadlines
- Ability to work both independently and as part of a team

About the Chamber:



STEAMBOAT SPRINGS **C H A M B E R**

The Steamboat Springs Chamber provides support and advocacy for businesses in the Yampa Valley. The Chamber is also responsible for the promotion of tourism during non-ski season months. 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).