

JOB DESCRIPTION: CCEDC Program Coordinator

General Description: This position reports to the SVP of the CCEDC to support the Carbon Chamber & Economic Development Corporation in its membership growth and retention, economic development outreach and support, and events and marketing.

Essential duties and responsibilities:

- Maintain Office on Daily Basis
 - Maintain cleanliness and order of the office daily/weekly basis (See Daily and Weekly Checklists).
 - Keep accurate inventory of all office supplies for reorder & communicate reorder needs to SVP.
 - Greet visitors and direct them to appropriate department.
 - Answer phone calls and respond to routine inquiries; direct callers to appropriate departments.
 - Open, sort and distribute incoming mail and prepare outgoing mail, including bulk mailings.
 - Maintain clear communication with Bookkeeper and Senior Staff about incoming communication/mail and follow proper procedures in documenting all incoming CCEDC payments.
 - Record all checks received including dues and loan payments for Small Business Expansion Loans (SBELF) and Carbon County Industrial Development Authority (CCIDA) loans in Check Register.
 - Keep accurate records of all correspondence received and sent from office.
 - Interact with CCEDC Staff & External Agencies, and general public, as needed to carry out essential job duties
 - Schedule Wilkes University SBDC Consultant
 - Maintains event calendar requests in Chamber Master
- Chamber support (including, but not limited to):
 - Supports SVP in all CCEDC Board, Executive Committee and other committee meetings (sends reminders, prints and prepares agendas, takes and distributes minutes).
 - Assist in membership outreach including phone, email, in-person and on social media
 - Support in preparation for events – printing nametags, registration lists, plus day-of event support as needed.
 - Marketing Support – scheduling social media posts, Chamber eBlasts
 - Updating Website as needed
 - Generate revenue through sponsorship creation and sales
- Economic Development support (including, but not limited to):
 - Supports Economic Development Specialist in CCIDA Meetings (sends reminders, prints and prepares agendas, takes and distributes minutes).
 - General outreach for potential leads and assistance in responses to loans, site information and business inquiries.
 - Supports Economic Development director in preparation of loan/grant documents and other necessary paperwork
 - Prepare various informational packets, brochures, publications, newsletters and directories for outreach and public relations.
 - Updating Website as needed/maintaining current grant and loan information for easy dissemination
- Assist in other clerical needs as required
- Perform other job-related duties as required

Minimum qualifications & skills:

- Associate or bachelor's Degree.
- Computer Proficiency (Microsoft Programs, Canva, Chamber Master) and operation of other office equipment
- Requires excellent organizational skills and adaptability to work in a daily changing environment.
- Strong communication and interpersonal skills
- Must be able to function independently, as well as work collaboratively with coworkers and volunteers
- Must possess ability to record, convey and present information, explain procedures and follow instructions.
- Public Speaking Skills
- Personal Transportation (reliable transportation to/from work; this is an in-office position)
- English Language proficiency

Physical/work environment: Employee will be required to bend, stand, and sit frequently; and be able to visually review correspondence. Lifting required is typically less than 25 lbs.