



Albany Area Chamber of Commerce: Marketing & Events Director

- Are you a passionate communicator who wants to make a difference in our business community?
- Does learning, telling a story, creating content and connecting with people give you energy?
- Are you a person that can communicate across various platforms to various stakeholders?
- Are you a person poised under pressure and someone who is gracious and well-spoken?
- Are you a self-starter who will meet and exceed goals?
- Are you excited by creating experiences, events and programs that are fun, interesting and relevant?
- Are you a creative type that can set and meet goals and work with others to achieve success?

Are you inspired by mission-driven organization seeking to serve our business community and the community at large? If so, the Chamber Marketing & Events Director position at the Albany Area Chamber of Commerce is calling you. This individual will create and drive the Chamber's communications and marketing activities and be responsible for implementation of communications goals. They will source and create content for the Chamber's social media, print and online communications assets. They will take on a hands-on approach to learning about Chamber members and issues of importance to the membership and the community; actively work with local businesses and members to add value by sharing information and communicating the Chamber's benefits, programs and resources; have a positive can-do attitude with a heart and passion to serve the community; and exude pride in helping area businesses and the community succeed. Someone with outstanding written and verbal communications skills, a creative mind with strong organizational skills, excellent customer service and a drive to increase member and community engagement is required. In addition, the candidate will also coordinate, with the support of Chamber staff, signature Chamber events.

Our work is important and so are the people doing it. Submit your resume and cover letter for consideration today!

Essentials

The ideal candidate is seeking a career in community development, communications or marketing. The position is designed for ambitious individuals to maintain our robust community partnership approach to client outreach and build on the strong community spirit and dedication that already exists.

- Hold a bachelor's degree in marketing, communications, public relations or related field.

- Have at least one to three years of related experience in communications, marketing, advertising.
- Be a quick learner and are computer savvy. Proficiency in Microsoft Office products (Excel, PowerPoint, Word). Working knowledge of Adobe graphic design platforms is a plus, as is use of Apple's Keynote presentation program. Experience working with Wordpress a plus.
- Is efficient, driven and able to self-manage.
- Is a passionate storyteller and manager of information.
- Has graphic design experience and a strong visual perspective.
- Possess strong written and verbal communication skills.
- Execute with the highest attention to detail.
- Meet deadlines on or before schedule.
- Work within a team, but not need the team to drive productivity.
- Take direction and redirection in a positive manner.
- Be capable of working with diverse stakeholders.
- Be capable of managing and meeting multiple simultaneous deadlines.
- Commit to putting excellence into all work.

Interested? Apply now through Indeed! All applications require:

- Cover Letter
- Resume

About the Albany Area Chamber of Commerce

The Albany Area Chamber is advocates for business success through leadership and economic development for the Albany Area. It was was founded in 1910 and serves as a catalyst for change in Albany and the Albany Area. The membership organization works across all business sectors and convenes the community's resources for the greater good.

The Albany Area Chamber of Commerce provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Albany Area Chamber of Commerce complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Job Type: Full-time

Experience:

- Graphic design software: 1 year (Preferred)
- Microsoft Office: 1 year (Preferred)
- Keynote: 1 year (Preferred)
- Creating press releases and original content, managing social media assets: 1 year (preferred)

Education:

- Bachelor's (Preferred)

Work authorization:

- United States (Preferred)