



Member Engagement Coordinator

Join the Greater North Fulton Chamber of Commerce and enjoy working in a friendly, fast-paced, high profile, professional environment engaging business owners and leaders throughout North Metro Atlanta. This full-time team member will contribute to the growth and success of the GNFC through member engagement and retention. This position requires the ability to help members become fully engaged in the Chamber by providing member support, resources, and the development of member-to-member connections.

- Job Title:** Membership Engagement Coordinator
- Benefits:** Group health, vision, and dental insurance, paid holidays and PTO, Simple IRA match
- Status:** This position is considered EXEMPT under the Fair Labor Standards Act (FLSA)
- Schedule:** Office hours are 8:30am-5pm Monday-Thursday, 8:30-3:00pm Friday with flexibility
- Location:** Chamber offices moving to 10,000 Avalon early 2022.
- Reports to:** Vice President

Here are the Position Details:

Member Engagement & Retention

- Connect and engage with members to provide knowledge of programs and events
- Educate and inform new members, prospects, and current members through member orientation
- Support Chamber members in taking full advantage of their membership benefits
- Build strong relationships with our network of business professionals and volunteers

Work with Member Volunteers

- Recruit and train member volunteers to provide support to growing businesses
- Collaborate with volunteers on innovative programs to encourage member retention
- Recognize and celebrate volunteer leaders

Implement Initiatives for Small Business Success

- Weekly Networking Leads Generation group
- Small Business Seminar Program
- Member2Member roundtable task forces

Celebrate our Members

- Encourage and inspire members to be recognized as annual award winners for their successes
- Coordinate member grand openings & ribbon cuttings with staff, volunteers, and city officials

We are looking for someone with:

- Previous customer service experience
- Strong organization, time management, and attention to process and detail
- Ability to self-motivate to achieve best results in areas of responsibility
- Relationship-base values
- Strong ability to think outside the box
- Team player mentality who works well in a fast-paced environment
- Exceptional people skills with an outgoing personality
- A desire to make work fun!

The Greater North Fulton Chamber of Commerce is a high performance, strengths-driven organization and a neat place to work with fun people.

If you are looking for your next adventure and want to build your professional network, please send cover letter and resume to Lori Sanders at lsanders@gnfcc.com. No phone calls, please.

Applications will be accepted through COB January 20, 2022. Est. start date February 2022.