



Arvada Chamber of Commerce and Arvada Visitors Center Community Outreach Coordinator

Overview:

We are seeking an enthusiastic, outgoing, detailed and motivated team player for a newly created position with the Arvada Chamber of Commerce and the Arvada Visitors Center. This is a full-time position; the qualified candidate will split their time with each organization (both are located in the same building). The Coordinator will report to the Director of the Arvada Visitors Center and the President of the Arvada Chamber of Commerce.

The Outreach Coordinator will be the main point of contact for all Visitor Center and Arvada Chamber of Commerce guests (in person and on the phone). In addition, marketing and outreach focused projects for each organization will be required.

Key Responsibilities:

The Coordinator's primary responsibility is to assist each organization with key day-to-day marketing and community outreach related activities to increase productivity, efficiency and internal/external communication.

Arvada Chamber of Commerce responsibilities:

- **Arvadachamber.org:** Work to maintain accurate and timely information on www.arvadachamber.org. This will include making updates to groups, photos, content and more.
- **Chamber Master:** Work to maintain accurate records via the Arvada Chamber of Commerce online member management software. This may include updates to member records, events, etc.
- **Member Outreach:** Work to educate our current members on upcoming events and opportunities with the Arvada Chamber of Commerce via phone and email communication. Review local publications for member happenings and announcements and communicate accordingly.
- **Community Outreach:** Work to stay informed on community happenings that effect business in Arvada and communicate this information as needed.
- **Event Support:** Support events as requested by the Arvada Chamber of Commerce President. Minimal evenings and weekends may be required.
- **Administrative:** Support the Arvada Chamber of Commerce with administrative responsibilities as requested.

Arvada Visitor Center responsibilities:

- **VisitArvada.org:** Responsible for event calendar and business listing content development and maintenance on website. This includes the gathering and posting of key information. Assist director in keeping all content, photos and videos on the website current and fresh (for example, this will include blog posts, day trip suggestions, business spotlights, relocation information, and "must sees" in Arvada).
- **Social Media:** Assist director in all Visit Arvada social media activities. This includes maintaining social media calendar; creation of posts, photos and videos.

- **Ongoing Marketing Activities:** Assist director in ongoing marketing efforts (creation and distribution of e-blasts, photo management, and event-specific promotional activities).
- **Administrative:** Maintain all Visitor Center brochures and magazines and outreach to collect those materials on an annual basis; handle mailing of all relocation kits and visitor information.

Shared responsibilities:

- Greeting all guests promptly upon arrival and answering incoming telephone calls in a professional and courteous manner.
- Distributing and processing mail; maintain and order office supplies.
- General office management including supply replenishment, technology maintenance, etc.
- Straighten the entrance and desk areas as necessary to maintain a neat, attractive appearance.
- The overall ability to insure a positive guest experience.
- Other projects as assigned.

Skill Summary:

Computer literate in basic Microsoft Office programs. Preferred knowledge in various social media platforms. Excellent written and verbal communication skills are paramount. Must have a team player mentality. Ability to prioritize and complete tasks on-time.

Compensation/Hours:

This is a permanent, full-time position with a benefit package and annual salary of \$31,200. Occasional nights and weekends will be required (advance notice will be given).

To Apply:

Please email your cover letter and resume to **Jean Gordon at jean@visitarvada.org**. Resumes will be accepted until 5:00 p.m. on September 29, 2015. No calls please.

About the Arvada Chamber of Commerce:

Founded in 1925, the Arvada Chamber of Commerce is a membership organization committed to growing and supporting the Arvada business community. Through educational programs, networking opportunities, business resources, strategic partnerships and legislative advocacy, the Chamber empowers businesses to succeed. The Chamber provides leadership and support to members through its leaders' collective expertise in the areas of business ownership, sales and marketing, finance and public outreach.

About the Arvada Visitors Center:

Created in 2012, the Arvada Visitors Center is a one-stop-shop for all activities, events and promotions happening in Arvada. Visitors Center representatives will be able to provide: recommendations about where to shop, eat and play; fun things to see and do in Arvada; directions, relocation information and more. The Arvada Visitors Center is open 8:30 a.m. – 5 p.m. Monday – Friday, and 9 a.m. – 3 p.m. on the weekends and located in Historic Olde Town Arvada at 7305 Grandview Avenue.