



We're Hiring!

Full-Time

Member Engagement Coordinator

About the job:

The Peterborough and Kawartha Chamber of Commerce is a member-based organization that works to support the business community through promotion, networking, advocacy and member benefits. The Member Engagement Coordinator will be based out of the Peterborough office but will be expected to meet regularly for offsite meetings with potential and current members. This position will report directly to the Director of Business Development. The day-to-day duties will primarily be to acquire, retain, and engage our approx. 1,000 members.

Responsibilities:

- Prospect and secure new members.
- Onboard new members and ensure all members understand and are aware of all benefits related to their membership.
- Collect and update membership information to ensure member profile is accurate and complete.
- Maintain & record regular communications with members.
- Writing & preparing reports.
- Delivering presentations to groups about membership opportunities & membership benefits.
- Assist with monthly networking events – TBX, Chamber AM and Speakers Series
- Assist with event registrations and a variety of tasks at larger events.
- Manage booth sales at Trade Shows (Living Well Seniors Show, Local Show etc.).

Must Haves:

- Exceptional customer service skills & ability to build and maintain long lasting relationships.
- Ability to successfully manage multiple tasks within tight deadlines.
- Proficient in Microsoft Office Suite, and solid understanding of online social media platforms.

- Professional, enthusiastic and be prepared to work independently and in a team environment.
- Detail-oriented, strong organizational and time-management skills.
- Ability to successfully manage multiple tasks within tight deadlines.
- Ability to adapt and learn quickly in new environments.
- Ability to build and maintain lasting relationships with Chamber members.

Requirements:

- Bachelor's Degree in a relevant field.
- Access to a reliable vehicle.
- 2+ Years experience working in Sales role.
- Access to a reliable vehicle.

Benefits of the Job:

- Opportunity to work with an encouraging and energetic team.
- A chance to connect with business owners all through Peterborough and the Kawarthas
- Fully employer paid Health Benefits through the Chambers Insurance Plan (after probation period).
- Ability to grow with an organization that cultivates and grows your skills with career advancement opportunities.
- Paid time off
- Access to Employee Assistance Program
- Car allowance.
- Phone allowance.
- Salary Range: \$40,000-45,000 annually.

This role is a 1-year contract with opportunity to move to permanent employment after completion of the 1-year contract.

If you are interested in applying for this position, please email your resume and cover letter to hr@pkchamber.ca before the deadline of Thursday September 5th, 2024.