



Communications Coordinator Job Description

OVERVIEW

The Communications Coordinator performs writing, editing and publication duties as well as special projects as assigned by President & CEO.

CORE JOB RESPONSIBILITIES

Communications Coordinator (70%)

Responsible for writing, editing and publication of the Bend Chamber Business Journal, Monthly Enews, Weekly Enews and other projects including, but not limited to, the following:

- Conduct interviews, write article and take associated photos for the following:
 - ✓ Salute to Commerce (monthly)
 - ✓ Front page lead article for Business Journal
 - ✓ Award nominees (annually)
 - ✓ Board nominees (annually)
 - ✓ Buyer's Guide & Directory featured articles (annually)
 - ✓ PAC Council Watch and Report
 - ✓ Press releases as required
- Research and prepare Business Journal articles as follows:
 - ✓ Front page article
 - ✓ Coordinate articles for other staff members or events as needed
 - ✓ Coordinate and gather articles from other sources
 - ✓ Prepare Members on the Move
 - ✓ Others as assigned
- Photography
 - ✓ Take and edit photos of events for articles in publications
 - ✓ Event photography at all events
- Other
 - ✓ Develop & distribute Business Journal to drop locations around community

Special Projects (30%)

Complete special projects as assigned by President & CEO including, but not limited to, research on topics and issues important to the Bend Chamber, attendance of meetings as Chamber representative and undertaking special assignments designed to further the influence of the Bend Chamber or in support of it's members.

- Attend meetings that feature topics or issues that affect the Chamber
- Coordinate Community Affairs Council speakers, supporting materials and prepare monthly agenda
- Conduct research – as assigned

SUPPORTING JOB FUNCTIONS

- Attends all staff meetings
- Performs other duties and responsibilities as assigned
- Regular, dependable attendance

QUALIFICATIONS

Knowledge of:

All employees are expected to be proficient in the use of the following tools:

- Microsoft Office (Word, Excel, Outlook)
- Windows operating system administration tools

Additional skills desired for this position:

- Digital photography
- Adobe CS experience (preferred)
- Internet-based research

Ability to:

- Employ excellent written and verbal communication and presentation skills with the ability to listen, question, interpret, and clarify issues.
- Effectively plan tasks and complete deliverables on time through goal setting and prioritization.
- Ability to accurately report, write and edit articles by deadlines assigned.
- Utilize problem-solving skills to identify and analyze root causes and develop solution recommendations.
- Apply analytical skills to resolve issues /problems.
- Seek to understand and resolve issues; employ reasoning and good judgment; remain objective and solution oriented with emotional or controversial issues.
- Communicate with Board, management and customers in an effort to arrive at mutually agreed upon solutions or courses of action.
- Participate in the definition of project roles and responsibilities and develop work plans.
- Work with a high level of accuracy, attention to detail.

Experience and Education:

- Minimum of 3-5 years related professional experience
- Bachelor's degree in a technical field or equivalent experience
- Experience with community issues and public processes and procedures

WORKING CONDITIONS / ENVIRONMENT

Duties are performed in a fast paced office where all employees do what is needed to get the job done. Duties are performed primarily at the Bend Chamber office; however travel to off-site meetings is also required.

PHYSICAL REQUIREMENTS

- Ability to lift and carry up to 40 pounds
- Stoop and bend
- Sit and stand for long periods of time
- Repetitive motions to include keyboarding

RELATIONSHIPS

- This position reports to SVP Sales with a supporting relationship with President & CEO
- Develop and maintain relationship with Chamber members, Board of Directors, government and private business leaders regarding Chamber-related issues.

LICENSES/CERTIFICATIONS

- Valid Oregon driver's license and proof of insurance

TESTING

- Pre-employment drug screening is required