



The Greater Cayce – West Columbia Chamber of Commerce and Visitors Programs has an opening for Office and Programs Coordinator. The benefits for this position are coveted, and includes:

Paid Christmas/New Year's week Vacation

Paid July 4th week Vacation

Paid Vacation week of choice

9 Paid Holidays Days

Monday thru Thursday normal workweek

Matching Simple IRA Plan

\$24,500 - \$29,000 Annual

Qualifications for the ideal candidate are:

- Extensive Computer skills, adaptable to new software
- 2+ years' experience in customer-service required
- Proven ability to proofreader, with careful attention to detail
- Capable of working successfully with minimal supervision
- Success as a highly collaborative team member
- Engage with members daily to understand and advance their business objectives.
- Showcase the success stories, innovative endeavors, and Social Media coverage of the local business community,
- Promptly welcomes Chamber and Tourist guests courteously and answers all questions, reporting visitation data
- Works with Chamber Ambassadors and staff to welcome new Chamber members and orient them to all Chamber benefits, events, and tools.
- Maintains accurate and updated information in the Chamber database on all member organizations and their representatives; assures that member information is accurate on the Chamber website and in all documents
- Maintains the Chamber Master Calendar of events, sending calendar invites,
- In partnership with the Membership Coordinator, produces important documents including annual membership renewal and sponsorship invoices; assures all documents are accurate, complete, and created in a timely manner.
- Contributes to the long-term financial viability of the Chamber by understanding the organization's financial needs and, with the CEO, successfully meeting the annual budget goals.
- Communicates proactively with Chamber and community members to organize and restock printed materials at the Visitor Center, at local businesses, Town buildings, and kiosks.
- Assists in event planning, preparation, implementation, and follow-up.
- Maintains Kiosk for Visitors Center.
- Assists in writing social media content for the Chamber and Tourism related posts;
- Maintains Office Supplies
- Assists the CEO with communications and meeting preparation as necessary.
- Performs other duties, as required

GREATER CWC CHAMBER & VISITOR PROGRAMS

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