

**Job Title:**

Administrator, Membership & Marketing

**Job Summary:**

The Hawai'i Island Chamber of Commerce is looking for a Membership & Marketing Administrator to manage all facets of the organization's membership and marketing efforts. This position will assist the Executive Officer with the planning, organization, and coordination of Chamber meetings, events, and activities. This role is part of the Chamber's leadership team, who together with the Executive Committee, Board of Directors, and committee chairs support the mission and purpose of the organization.

**Essential Responsibilities:****Membership Administration:**

- The position requires the maintenance of membership records
- Overseeing committee volunteers to develop initiatives to increase and maintain membership levels and to assure the benefit programs offered to members are implemented.
- Oversee and upkeep the Chamber's website and works with the website hosts to assure optimum results from the investment.
- Answer phone calls, assist members with questions, and address concerns promptly and effectively
- Maintain Special Investor Advertising Benefits

**Marketing Administration:**

- Oversee and maintain the chamber's presence on social media platforms
- Assists with the scheduling and content design and development of weekly email blasts.
- Assists with the production of promotional materials for Chamber events including seminars, workshops, and other networking events.

**Event Management:**

- Scheduling of meetings and educational and Business After Hours sessions and/or other functions.
- Assists with event registration, setup, cleanup, etc.

**Position Requirements:****Minimum Qualifications:**

- Previous administrative or related experience
- Ability to work flexible hours, including evenings for chamber events as needed.
- Proficiency with Microsoft Office, especially Word, Excel, and Access
- Customer service oriented
- Strong verbal, written, and interpersonal skills
- Good communication over the phone and in person
- Ability to work with visitors and volunteers
- Understanding and familiarity with the Hawai'i Island community

**Preferred Qualifications:**

- College degree in Business Administration, Marketing, or a related field

- Experience using graphic design platforms such as Canva
- Teaching, training, and public speaking skills
- Retail, customer service, or hospitality experience helpful
- Leadership experience a plus

**Benefits:**

- Meet, engage, and build connections with business leaders from the Hawai'i Island community
- Be a vital part of an organization that serves as a voice of business and brings positive change to our community
- Potential of upward mobility in the organization for the right candidate
- Medical and dental insurance
- Personal cell phone subsidy considered
- Holiday, vacation, and sick pay

**Location:**

Hilo, Hawai'i

**Employee Type:**

Non-exempt, Permanent position

**Hours:**

Full-time, Monday through Friday, 8 am - 5:00 pm

**Rate of Pay:**

Starting salary offered is \$18/hour with higher compensation to commensurate with qualifications

**About Hawai'i Island Chamber of Commerce:**

The Hawai'i Island Chamber of Commerce is a private, non-profit business organization based in Hilo. Its membership includes more than 300 businesses, professionals, and non-profit organizations primarily from East Hawai'i. The chamber promotes the economic well-being of our island, its products, and services; organizes seminars, programs, and networking events to help members improve their skills, and knowledge and to build connections with others from the business community; advocate for policy change that will improve our economy and bring opportunity to our island residents; and support and cultivate opportunities for the next generation of business leaders.

**Recruiting Start Date:**

March 19, 2024

**Recruiting End Date:**

Open until filled

**How to Apply:**

Submit the following documents via email to [carla.kuo@hicc.biz](mailto:carla.kuo@hicc.biz) to be considered: 1) Cover letter, 2) Resume and 3) Supervisory references.