

Description:

The Odessa Chamber of Commerce operations department is seeking a full time Marketing & Communications Specialist. The Operations department is funded through membership dues and events. The Marketing & Communication Specialist is responsible for all communications for the Chamber including brand management, marketing, public relations, advertising, and social media through various communication outlets including website updates, eblast to membership, newsletters and graphic design.

Requirements:

- Excellent verbal and written communication skills that may include public speaking and presentations.
- Excellent organizational, time management skills and attention to detail.
- Knowledge of graphic design, marketing, and communication skills.
- Ability to handle multiple projects at a time.
- Ability to use specialized computer programs to produce editorial and graphics literature.

Qualifications:

- Bachelor's degree from a four-year college or university preferred.
- Three to five years of related experience in communications, marketing, writing and graphic design.

Work day Schedule:

- 8:00 am to 5:00 pm Monday thru Friday
- Some evening events

Salary & Benefits:

- Starting salary \$42,500.00 depending on experience.
- Health/Dental/401K

Please send resume to Lynn Van Amburgh, Director of Operations lynnva@odessachamber.com