

## **Job Posting: Marketing Coordinator**

**Organization:** Huntley Area Chamber of Commerce

**Location:** Huntley, IL

**Position:** Marketing Coordinator

**Employment Type:** Part-Time, Hourly, 15-20 Hours a Week

### **About Us:**

The Huntley Area Chamber of Commerce is dedicated to fostering a vibrant and prosperous business community in the Huntley area. We are committed to providing exceptional support and resources to our members, and we host events that encourage networking, professional development, and community engagement.

### **Position Overview:**

The Huntley Area Chamber of Commerce is seeking a creative and detail-oriented Marketing Assistant. The successful candidate will be responsible for creating event promotional graphics in Canva, designing signage and banners, creating daily marketing emails, updating our website and scheduling social media posts for events. This role also includes assisting with other office management duties and working at large monthly events as needed. Canva experience is essential.

### **Key Responsibilities:**

- Create event promotional graphics using Canva.
- Design signage and banners for events and Chamber activities.
- Develop and send daily marketing emails.
- Update the Chamber website.
- Schedule and manage social media posts across various platforms.
- Create annual community guide.
- Assist with other office management duties, including answering phones, greeting visitors, managing office supplies, and performing general administrative tasks.
- Provide support as needed at large monthly events, including setup, execution, and post-event activities.

### **Qualifications:**

- Proven experience with Canva for graphic design.
- Excellent writing skills.
- Experience with digital marketing and website tools.

- Strong organizational and multitasking skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Familiarity with email marketing platforms and social media management tools.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- A positive and proactive attitude with a passion for marketing and community engagement.

**Schedule:**

- Start date is August.
- This is a part-time, hourly position.
- Work hours are set at three hours per day, Monday through Friday, ideally from 2-5 pm but can be discussed.
- Summer hybrid schedule possible.

**How to Apply:**

Interested candidates should submit a resume and cover letter detailing their qualifications and marketing experience to [info@huntleychamber.org](mailto:info@huntleychamber.org) with the subject line Marketing Assistant Application. Applications will be accepted until the position is filled.

The Huntley Area Chamber of Commerce is an equal opportunity employer and encourages candidates of all backgrounds to apply.

Join us in promoting the vibrant business community of Huntley!