

EMPLOYMENT ANNOUNCEMENT

Heber Valley Tourism and Economic Development seeks full-time Chamber Membership Coordinator. Grade J \$29.35-\$31.60. This position will be responsible for promoting membership growth and enhancing member engagement within the Heber Valley Chamber of Commerce. This role involves organizing and executing various events, managing member information, and maintaining an active presence on social media platforms. The Coordinator's time will be dedicated to event planning and execution, with the remaining time focused on membership management and communications. Requires equivalent to an Associate's Degree in Business Management, Advertising, Marketing or other closely related fields and is ideal for a highly organized, creative individual eager to manage a wide range of administrative tasks. Complete job description and Wasatch County Employment Application are available from the Wasatch County Personnel Office 55 S 500 E Heber City UT 84032 or online at www.wasatchcounty.gov/employment. Completed application with copy of current resume with cover letter are required to be submitted to the Personnel Office at the above address or emailed to: personnel@wasatch.utah.gov by 5:00 PM, Friday April 4, 2025. Wasatch County is an EOE.

**HEBER VALLEY TOURISM & ECONOMIC DEVELOPMENT
JOB DESCRIPTION**

TITLE: Chamber Membership Coordinator

GRADE NUMBER: Grade J \$29.35-\$31.60

EFFECTIVE DATE: April, 2025

DEPARTMENT: Heber Valley Tourism and Economic Development

JOB SUMMARY

The Chamber Membership Coordinator is responsible for promoting membership growth and enhancing member engagement within the Heber Valley Chamber of Commerce. This role involves organizing and executing various events, managing member information, and maintaining an active presence on social media platforms.

STEP AND GRADE CHARACTERISTICS

This is a professional business position for the organization.

ESSENTIAL FUNCTIONS*Event Planning and Execution*

- Plan, coordinate, and execute monthly Chamber luncheons, after-hour mixers, and four special events annually.
- Manage event logistics, including venue selection, vendor coordination, registration processes, and on-site execution.

- Develop and implement sponsorship packages; actively sell sponsorship opportunities to support events.
- Collaborate with marketing teams to promote events through various channels.
- Ensure events are executed within budget and meet the Chamber's quality standards.

Membership Management

- Assist new businesses in joining the Chamber, providing information on membership benefits and guiding them through the application process.
- Maintain accurate and up-to-date member information on the Chamber's website (gohebertvalley.com) and in the membership database.
- Coordinate new member onboarding and orientation.
- Manage and update the Chamber's social media accounts, including Facebook and Instagram, to engage members and promote Chamber activities.

Additional Duties:

- Respond to member inquiries and provide exceptional customer service.
- Assist in the development and distribution of marketing materials, newsletters, and other communications.
- Collaborate with other Chamber staff and volunteers on special projects and initiatives.
- Represent the Chamber at community events and networking opportunities.

KNOWLEDGE, SKILLS, AND ABILITIES

Skills that promote highly organization with attention to detail, ability to be a self-starter, working independent and collaboratively as part of a team. Ability with communication skills, both verbal and written skills. Knowledge of social media platforms for business promotion purposes. Knowledge of databased software and content management systems. Skill in events organization, set up, execution. Ability to manage multiple projects simultaneously and meet deadlines.

PHYSICAL DEMANDS

Typically sit at a desk or table. Occasionally walk, stand, or stoop. Occasionally lift, carry, or push, pull, or otherwise move objects weighing up to 30 pounds. Use tools or equipment regarding high degree of dexterity. Work for sustained periods maintaining concentrated attention to detail. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office, computer room, or other environmentally controlled room. Work is performed with flexible hours including some off-site evening and

weekend hours to accommodate events and meetings. Travel to and from events, meetings, and other department duties and responsibilities.

EDUCATION AND EXPERIENCE

Equivalent to an Associate's Degree in Business Management, Advertising, Marketing or closely related field. Minimum Two (2) years work experience in event planning, membership coordination/promotion or related roles. Proficiency in Microsoft Office Suite and social media management tools.

LICENSES AND CERTIFICATIONS

Valid State of Utah Driver's License requiring reliable transportation for attending off-site events and meetings.

****This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.**