

# Santa Rosa

chamber of commerce

## Santa Rosa Chamber of Commerce Job Description

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### Position and job title

Communications Coordinator

### Position summary

Responsible for coordinating all Chamber communications including design and production of weekly e-newsletter, update and maintenance of Chamber websites, social media programs and creation of graphics (flyers and brochures) for various Chamber events and activities.

### General duties

- Design, write, edit and layout e-newsletter(s)
- Maintain and regularly update Chamber web sites with current information
- Take digital photos at meetings and special events
- Design & produce ads, flyers, invitations, programs etc. for Chamber events and activities
- Obtain bids and work with printers and mail houses as necessary
- Responsible for Chamber communication, both written and electronically
- Other duties as assigned by the President

### Skills desired

- Proven experience in desktop publishing and graphic design
- Experience using Adobe Creative Suite (InDesign, PhotoShop, Illustrator)
- Ability to work with a proprietary Content Management System (CMS)
- Knowledge of Windows XP, MS Office, Outlook and database management programs
- Excellent writing ability
- Experience maintaining complex web sites
- Ability to meet multiple deadlines
- Computer network and software troubleshooting a plus
- Excellent organizational and proofreading skills
- Strong written communication skills

### Salary range

\$40,000 to \$50,000

### Reports to

Chamber President

### To apply

e-mail your resume to: [jonathanc@santarosachamber.com](mailto:jonathanc@santarosachamber.com) by Tuesday, January 12<sup>th</sup> at 5 pm.