



Member Services & Event Management Associate

Job Description

Assists the Membership Manager and Executive Director to maintain and develop positive relationships with current members and support member retention as priorities within the Eastern Lake County Chamber of Commerce.

Essential Job Responsibilities

With the guidance of the Membership Manager, works closely to develop and deliver services that enhance membership, overall membership retention, future member outreach, and supports chamber partners.

Assists the Membership Manager and the Membership Committee with strategies and plans to successfully retain members

Works closely with existing chamber members to respond to and maintain positive experiences and nurture relationships

Assists with ribbon cuttings, groundbreakings, anniversaries, and other chamber member events as needed

Exhibits ability and know-how to take the lead with the Executive Director on event planning, implementation, and delivery

Strives to develop a better public understanding of the purpose and function of the chamber through interaction with current and prospective members

With the Membership Manager and Executive Director ensures chamber growth by promoting available programs and services

Participates in monthly staff meetings

Participates in Committee meetings as needed

Helps update and maintain chamber database (Chamber Master); social media experience is a plus.

Demonstrates excellent customer service and professionalism

Other tasks and projects as assigned by the Executive Director

Treats everyone with courtesy and respect

Send cover letter and resume to kelly@easternlakecountychamber.org

No phone calls please.

Part-time position. Hourly pay rate is determined by the Board of Directors

Flexible 12-15 hours/week – Access to reliable transportation is required

Equal Opportunity Employer

About Us

The Eastern Lake County Chamber of Commerce serves 11 communities in the eastern sector of the county: Concord Twp., Fairport Harbor, Grand River, Leroy Twp., Madison Twp., Madison Village, N. Perry Village, Painesville City, Painesville Twp., Perry Twp., Perry Village. With more than a century of service to the community, the Eastern Lake County Chamber of Commerce is a member of NOACC and other chamber organizations. Find the chamber at www.easternlakecountychamber.org

With 540+ members, the chamber daily seeks to promote and support its business and civic communities.

