Job Title: Membership & Engagement Coordinator
Organization: Greater Lowell Chamber of Commerce
Location: 100 Merrimack St. Suite 410, Lowell, MA
Hours: Part-time (15 hours per week)

Position Overview:
The Greater Lowell Chamber of Commerce is seeking an outgoing, organized, and community-minded professional to join our team as a Part-Time Membership & Engagement Coordinator.

This position will play an important role in growing and supporting the Chamber's membership through membership sales, business outreach, relationship building, event participation, and member engagement. The ideal candidate is comfortable meeting new people, initiating conversations with prospective members, representing the Chamber throughout the Greater Lowell community, and helping current members make the most of their Chamber involvement.

This is a hands-on, hybrid position. Depending on the week, work may take place in the Chamber office, remotely, at Chamber events, or out in the community visiting and connecting with local businesses. Candidates must be able to adapt working hours to the schedule of the Chamber, which may vary depending on the week.

Some early morning or evening availability may occasionally be required for events.

We are seeking a candidate with relevant professional experience who can step into the role and work independently with appropriate direction.

Key Responsibilities:
- Identify and connect with prospective Chamber members throughout the Greater Lowell region.
    - Greater Lowell region includes; Lowell, Tyngsborough, Tewksbury, Billerica, Westford, Chelmsford and Dracut
- Conduct outreach through phone calls, emails, business visits, networking, and community engagement.
- Communicate the value and benefits of Chamber membership and partnership to prospective businesses and organizations.
- Follow up with membership leads and help guide prospective members through the joining process.
- Build and maintain positive relationships with new and existing Chamber members.
- Assist with member retention, engagement, and outreach initiatives.

Events & Community Engagement:

- Attend and assist with Chamber networking events, ribbon cuttings, educational programs, and other activities.
- Represent the Chamber professionally while building relationships with members, prospective members, and community partners.
- Assist with event setup, registration, photography, member engagement, and other event needs.
- Be comfortable proactively introducing yourself and connecting attendees with one another.

Social Media & Communications:

- Assist with day-to-day management of Chamber social media platforms.
- Take quality photos and videos at Chamber events and community activities, as well as collaborate with professional photographers at events when applicable.
- Create and publish timely social media content, including event coverage and member highlights.
- Monitor and engage with comments, likes, shares, tags, and direct messages.
- Help identify opportunities to showcase Chamber members and increase online engagement.

Administrative Support:

- Assist with membership records, data entry, follow-up communications, and general office organization.
- Provide administrative support for events, programs, membership initiatives, and other Chamber activities as needed.
- Assist with additional projects that support the Chamber's mission and day-to-day operations.

Qualifications:

- Strong verbal and written communication skills.
- Chamber of Commerce or similar experience fostering business growth is strongly preferred.
- Previous professional experience in sales, business development, membership development, customer relations, community engagement, or a related field.
- Outgoing, personable, and comfortable approaching and building relationships with new people.
- Ability to work independently while also collaborating effectively with Chamber leadership, members, volunteers, and community partners.
- Comfortable representing an organization professionally at events and throughout the community.

- Strong working knowledge of social media platforms and best practices, including posting content and engaging with followers.
- Comfortable taking photos and videos for social media and promotional purposes.
- Organized, dependable, responsive, and able to manage multiple priorities.
- Familiarity with the Greater Lowell business community is a plus.
- Reliable transportation and the ability to travel locally to events, businesses, and community meetings as needed.
- Demonstrated ability and willingness to learn and grow in a position.

Schedule & Work Environment:
This position is approximately 15 hours per week and offers a flexible, hybrid work environment. Work may include a combination of:

- In-office hours
- Remote/work-from-home hours
- Chamber events and programs
- Business visits and community outreach
- Occasional early morning or evening events

The ideal candidate will enjoy a position where no two days look exactly the same and will be comfortable balancing independent work with significant interaction with members of the business community. Hours may vary depending on the needs of the Chamber.

Compensation:
$25 per hour, 15 hours per week.

Applications are open until Friday, September 25th.

All interested applicants, please email your resume and a cover letter to Linsey Former at lformer@greaterlowellchamber.org

About the Greater Lowell Chamber of Commerce:
The Greater Lowell Chamber of Commerce works to connect, support, and advocate for businesses throughout the Greater Lowell region. Through networking, programming, community partnerships, visibility opportunities, and business resources, the Chamber helps strengthen our members and the communities they serve.