

**Greater Bartow Chamber of  
Commerce  
510 N Broadway Ave.  
Bartow, FL 33830  
863-533-7125**



**Submit Cover Letter and Resume to [Careers@bartowchamber.com](mailto:Careers@bartowchamber.com)**

POSITION: Marketing and Events Coordinator  
JOB STATUS: Full Time, Hourly  
REPORTS TO: Executive Director  
PAY: \$18-\$20 Hourly DOE  
BENEFITS: Paid Time Off & 401K

**SUMMARY OF DUTIES:** The Marketing and Events Coordinator works collaboratively with the Executive Director and all staff to keep the Chamber's membership informed of all Chamber initiatives, programs, services and benefits and to effectively promote the organization, its vision and mission to its members, the local business community, the public and the media. This position is responsible for the Chamber communications efforts and management of its events.

Individual must be self-motivated, results-oriented with a positive outlook and a clear focus on high quality customer support; possess excellent time management skills; credible, and comfortable dealing with a broad spectrum of business industries and people.

Responsibilities include, but are not limited to:

- Assist with website administration such as calendars, editorials, member listings and events.
- Communicate on behalf of the chamber via FaceBook, Instagram, and other social media providing a clear and consistent voice for the Chamber and Bartow.
- Help develop and implement overall Chamber Communications Plan.
- Provide up to date and appropriate emails to keep members informed on the chamber.
- Provide accurate and timely marketing and materials for all programs and events.
- Responsible for PR and advertising on behalf of the Chamber including press releases.
- Assist with graphic design work for flyers and other forms of communication for Chamber events and activities.
- Work closely with the Executive director and staff in planning and coordinating the logistics for all events; attend all chamber events and actively interact with members and guests.
- Assist in maintaining and updating the event schedule and developing short and long term strategies for resources and communication.
- Support sponsor communications and logistics.
- Produce invitations, thank you letters or other correspondence to members, donors and volunteers who support chamber events.
- Assist with soliciting sponsorships or auction donation items for chamber events.
- Take photos at chamber functions for use in chamber materials and media distribution.
- Work closely with community partners to ensure accurate and consistent distribution of information.
- Continually reviews and recommends ways to improve and enhance internal and external communications.
- Other duties as assigned.

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The Marketing and Events Coordinator may work some weekends and a non-traditional work schedule, including overnight travel; attend conferences and or training. Performs other related duties as required.

**PHYSICAL FUNCTIONS:** Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of moderate weight (12-25 pounds).

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in marketing, general business, or related field of study; or equivalent experience.
- Previous chamber or sales experience preferred.
- Strong presentation skills, both verbal and written.
- Ability to deal effectively with the public in a professional manner.
- Organized, detail-oriented and able to complete tasks efficiently under direction.
- Strong collaborative skills.
- Ability to handle multiple tasks simultaneously.
- Strong demonstrated customer relationship and selling skills.
- Advanced computer proficiency, the ability to learn and become proficient with Chamber Master database, familiar with Microsoft Office, Adobe and Canva.
- Applicants may be subject to a background check; a valid driver's license and use of vehicle will be required.

**Compensation Structure:** This is an hourly position with 401K, and time off benefits available after 90-day probationary period.