



**Position Title:** Communications Coordinator

**Reports To:** President & CEO

**Organization Overview:** The Arlington Chamber of Commerce is a member-driven, nonprofit, business advocacy organization located in Arlington, Virginia. We promote and facilitate the success of our membership of approximately 700 businesses. The mission of the Arlington Chamber of Commerce is to strengthen businesses and the economic environment for those who work, live, and do business in Arlington. The vision of the Arlington Chamber is to be the essential partner for business success.

We have a small office with a professional, but friendly atmosphere. Work is often busy, but never dull. Each member of our staff is essential to attaining our mission. Additional information is available on our website: [www.arlingtonchamber.org](http://www.arlingtonchamber.org).

**Position Overview:** The Communications Coordinator is responsible for the creation, production, and management of the written word and overall branding of the organization. The successful candidate will develop and implement plans for the direction of the department, be a resource to the membership and staff, and be a critical part of the team in assisting the organization to meet its overall goals.

**Key Responsibilities:**

- Responsible for the creation of the bi-monthly *Arlingtonian* newsletter
  - Format and design newsletter
  - Write Chamber articles
  - Coordinate and edit articles submitted by members and other contributors
  - Select and obtain photographs
  - Work with printer and mail house to ensure project completion
  - Responsible for advertising sales, tracking, and billing
  - Prepare *Annual Report* issue (February)
- Create, write, and send weekly e-newsletters to the membership, along with all specialty e-newsletters and e-invitations, using Constant Contact
- Manage all Chamber social media
- Create and maintain content on the Chamber's website, including the Chamber blog
- Create and distribute press releases as needed and handle all media inquiries
- Responsible for all Chamber advertising sales
- Create, order, and oversee the mailing of invitations for select major events
- Create flyers on for various Chamber events and programs
- Design and create Chamber marketing materials
- Coordinate Chamber photography and maintain Chamber photo archives

- Assist with Chamber events

**Position Requirements:**

- Bachelor's Degree with communications, marketing, or related experience
- Outstanding writing, proofreading, and editing skills
- Proficiency in InDesign, Photoshop, Illustrator, and other programs
- The ability to think creatively and implement new ideas and strategies
- A self-starter with experience succeeding in a fast-paced, interactive, team-based atmosphere
- The ability to work independently and with little oversight
- Sound judgment, decision-making skills, and discretion, particularly when dealing with media
- The ability to manage multiple deadlines with exceptional attention to detail

**Benefits include:**

- PTO
- Medical and dental insurance with full employer-paid premiums
- 401(k) plan with employer contribution

Please submit resume with cover letter, writing sample, three graphic design samples and/or portfolio, and salary expectations, via e-mail to [president@arlingtonchamber.org](mailto:president@arlingtonchamber.org). Due to volume, all responses may not be acknowledged. No phone calls, please.