Brookings Area Chamber of Commerce
Position Description

POSITION TITLE: Outreach Coordinator
POSITION CLASSIFICATION: Full-time, exempt
REPORTS TO: President/CEO
COMPENSATION: Salary, commensurate with experience, and benefits package

The Brookings Area Chamber of Commerce is seeking a self-motivated, results-oriented leader to become its Outreach Coordinator. With interest in engaging young-adults and area residents as well as interest in personal and professional development.

POSITION QUALIFICATIONS

• Demonstrated success in program development and events management
• Excellent written and verbal communication skills, with ability to speak in a public setting
• Ability and organizational skills to handle multiple projects, programming, and events simultaneously
• Creativity in planning, problem-solving and execution of programming and events
• Exceptional customer service and teamwork skills
• Ability to practice confidentiality
• Ability to work with and manage volunteers and committees

PRIMARY RESPONSIBILITIES

• Responsible for the development and implementation of certain Chamber programs and events intended to engage community residents and visitors including but not limited to SDSU Students, Young Professionals, and New Residents.
• Act as liaison to and manage multiple committees of the Brookings Area Chamber of Commerce, including but not limited to the Business Resource and Connect 2140 committees, as they evolve per 2025 strategic plan.
• Partner with local businesses and organizations to develop programs and events.
• Recruitment and management of volunteers.
• Build positive relationships with community and business leaders.
• Management of member, sponsor and organizations relationships and expectations.
• Formation and tracking of committee and event budgets.
• Ability to evolve programs and events with members’ and organization’s needs.
• Writes press releases and other promotional material for programs and events.
• Build public awareness around programs, events and goals of the Chamber and its committees.
• Manage and executing strategic plans.
• Ability to adapt in a fast-paced work environment.
• Other duties as assigned.

EDUCATION AND EXPERIENCE

Bachelor’s degree preferred. Leading candidates will have:
• 2+ years of demonstrated success in leadership/management.
• Ability to work independently as well as in a small office environment.
• Command of office technology, including but not limited to the Microsoft Office suite.
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

This position requires working before or after normal business hours, including some weekend hours, and up to 10% travel. While performing the duties of this job, the employee is regularly required to talk or hear. Must be able to sit and stand for extended periods of time and lift up to 30 pounds. Must be legally authorized to work in country of employment without sponsorship for employment visa status (e.g., H1B status). Candidates will be subject to a background check.

Position open until filled. Please send cover letter and resume to Kelsey Doom at kelsey@brookingschamber.org.

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Founded in 1938 the Brookings Area Chamber of Commerce continues to be the leading business organization in the Brookings area. Living out our mission of promoting, advocating, connecting, and enriching for the Brookings area business community, we provide endless opportunities to help businesses succeed. Made up of over 500 member businesses, we connect all cross sections of the business community.