



GREATER  
**KELLER**  
CHAMBER

# WE ARE HIRING!

## ADMINISTRATIVE & MARKETING COORDINATOR

### ADMINISTRATIVE

- Experience in administrative and office coordination roles.
- Strong organizational, communication, and customer service skills.
- Strong attention to detail and self sufficient
- Ability to manage multiple projects
- Must work all signature events

### LET'S JOIN OUR TEAM!

Are you a detail-oriented multitasker who loves organization, people, and community involvement? The Greater Keller Chamber of Commerce is looking for an Administrative & Marketing Coordinator to provide administrative support and assist with communications and chamber-related marketing. This position plays a key role in ensuring a positive experience for members, partners, and our community.

### MARKETING

- Experience with standard social media platforms
- Experience with Mailchimp or ability to learn
- Experience with basic design platforms (eg Canva)
- Experienced in working on branding, advertising, and marketing projects.
- Part-time 24 hrs per week

Send your CV to

✉ info@kellerchamber.com

For more information, visit our web at

🌐 www.kellerchamber.com