



# WE ARE HIRING!

## ADMINISTRATIVE & MARKETING COORDINATOR

### 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.

#### 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

#### 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](mailto:info@kellerchamber.com)

For more information, visit our web at

🌐 [www.kellerchamber.com](http://www.kellerchamber.com)