

Membership Specialist

Job Overview:

As Membership Specialist, the selected individual will play a crucial role in the future of the Tahlequah Area Chamber of Commerce (TACC). The selected individual will serve as the leader for all Chamber membership functions that provide value to our members through benefits, programs, and support. Member recruitment and retention will be the key focus of this position. The Membership Specialist should be high energy and have a strong ability to build relationships. Being active in the community and developing connections with businesses will be a key to success. The person selected for this position will create, plan, and implement the educational series of events for Chamber Members that includes using Chamber benefits effectively and efficiently, but also access to business building skills that will allow members to grow and thrive in the community. As a way to connect members to the community and in an effort to promoting shopping locally at our member businesses, this position will lead the Chamber Choice program and its growth. This position will require a candidate who is proactive and passionate about Tahlequah and the future of this community.

To succeed in this position, candidates should have exceptional written and verbal communication skills. You should be resourceful, creative, innovative, adaptable, and organized with the ability to build strong relationships with citizens and businesses.

Responsibilities and Duties:

- Leads all aspects of membership recruitment and retention
- Leads the Ambassador program meetings and membership support details
- Provide all needed content for recruitment, retention, and informational products to be disbursed
- Execute and grow the Chamber Choice program to support our local members
- Create, plan, and implement an educational series of events for utilizing member benefits and honing business skills
- Support the TACC Community Cooperative fundraising campaign
- Collect membership investments using calls, emails, and visits

Qualifications:

- High School Graduate or Equivalent; some college preferred but not required
- Exceptional Verbal and Written communication skills including clearly conveying ideas, thoughts, and plans during meetings and presentations
- Creative and Innovative in problem solving
- Prior experience with a Chamber of Commerce or in sales a plus but not required
- Multitasking, detail oriented, and organized

The TACC will be accepting resumes for this position until filled. Please send all resumes and supporting documents to nathan@tahlequahchamber.com or bring by the TACC office located at 123 E Delaware St., Tahlequah, OK 74464.