Community Coordinator

Location: Moberly, MO
Position Type: Full-Time

Overview

The Community Coordinator provides administrative, office operations, visitor services, marketing, and event support for the Moberly Area Chamber of Commerce. Reporting directly to the Executive Director, this position plays a key role in supporting daily Chamber operations, promoting tourism, coordinating community events, and delivering excellent service to Chamber members, visitors, and community partners.

This role is ideal for an organized, dependable, and customer-focused individual who enjoys working in a fast-paced environment and making a positive impact in the community.

Duties & Responsibilities

- Welcome and assist Chamber members, visitors, and community guests
- Answer phone calls, emails, and general inquiries
- Maintain the front desk, office organization, and visitor areas
- Assist with scheduling, filing, data entry, copying, and other administrative duties
- Maintain and update member and tourism databases
- Assist with social media, newsletters, website updates, and other marketing efforts
- Assist in promoting Chamber events, tourism attractions, member businesses, and community initiatives
- Restock brochures, maps, and visitor information materials
- Coordinate and assist with Chamber events, ribbon cuttings, tourism programs, and community activities
- Assist with vendor communication, volunteer coordination, event setup, and event logistics
- Maintain office and promotional supply inventory
- Provide support to the Executive Director with daily operations and special projects
- Build positive relationships with Chamber members, businesses, visitors, volunteers, and community partners
- Perform other duties as assigned

Qualifications

- Excellent communication and customer service skills
- Strong organizational skills and attention to detail
- Ability to multitask and prioritize responsibilities
- Professional, dependable, and team-oriented
- Ability to work independently while following direction
- Proficiency with Microsoft Office and email systems
- Familiarity with social media platforms and basic marketing tools preferred
- Previous office, customer service, tourism, nonprofit, or event experience preferred but not required
- Valid driver's license and reliable transportation preferred
- Ability to lift to 30 pounds and assist with event setup and teardown

Schedule

This is a full-time position. Regular office hours are Monday through Friday. Occasional evening and weekend hours are required to support Chamber events, meetings, and community activities.

Benefits

- Paid holidays
- Paid Time Off (PTO)
- Simple IRA retirement plan
- Professional development opportunities

How to Apply

Please submit your resume and cover letter to **director@moberlychamber.com.**
Applications will be accepted until the position is filled.
Join our team and help make a positive impact on the Moberly business community and visitor experience!