



Membership & Visitor Services Coordinator Full Time Position

The Chincoteague Chamber of Commerce and Certified Visitor Center seeks an enthusiastic, motivated individual to work closely with the chamber membership and visitors to the island. A cheerful, positive attitude and the ability to work within a small office setting are essential.

The Membership & Visitor Services Coordinator reports directly to and is supervised by the Executive Director. This is a support position to the Executive Director requiring knowledge of all facets of office operations and procedures utilizing advanced public relations skills. Proficiency in Microsoft Office software is required.

Administrative tasks include point of sale, letter writing, ordering supplies at competitive prices, maintaining multiple databases and website, and creating weekly e-newsletter. A knowledge of office machines such as copier and postage meter is preferred.

This position is responsible for development and distribution of the Chincoteague Island Visitor Guide & Membership Directory while working closely with the chamber membership and publisher to meet deadlines for print and digital platforms. Distribution to bulk markets and individuals, verification of invoices from warehouse before payment of shipping charges, and ad sales are required.

Visitor Services includes direct assistance in the office, answering phone calls and emails, mailing Visitor Guides, maintaining adequate supply of members' brochures, and distributing the chamber's Visitor Guide to area businesses. Working knowledge of chamber businesses, area attractions, services, and resources is necessary.

The position is full-time and includes Paid Time Off (PTO) after a six-month probation period. Health care benefits are not offered. Saturday and evening hours may be required to staff the office or while working at chamber-sponsored events and functions. This is a full-time, in-person position and does not offer a remote option. The salary range is \$30,000-\$35,000 based on experience.

Resumes to:

**Evelyn Shotwell, Executive Director
Chincoteague Chamber of Commerce
6733 Maddox Blvd.
Chincoteague Island, VA 23336**

or

eshotwell@chincoteaguechamber.com