

Member Relations and Program Specialist

Unique, exciting opportunity at one of the leading not-for-profit and business advocacy organizations in the state of New Hampshire. As a member of the staff of the Greater Manchester Chamber of Commerce you'll be helping the largest business organization in the state accomplish its mission of driving the economic health and vitality of the greater Manchester region. We accomplish this through supporting the growth of our members, providing educational programming, professional development and networking opportunities, and shaping public policy.

The Member Relations and Program Specialist is a full-time position within this dynamic and innovative organization. In this role, you will report to the Vice President of Strategic Partnerships and Programs and provide support to the program and membership functions of the Chamber, including event coordination, member relations, database management, and customer service requests.

We are seeking a detail-oriented and energetic professional for this supportive role who can work both independently and collaboratively with our team to expand programming, streamline processes, and provide top notch customer service to our members. The right candidate must exhibit professionalism, excellent communication skills, a team player attitude, and an eye for detail.

PROFESSIONAL EXPERIENCE/QUALIFICATIONS

Ideal candidates will have a unique combination of personal and professional qualities, including but not limited to:

- 2+ years of experience in event planning, customer service, administrative support or related fields.
- Event planning and ability to coordinate key logistics and details prior to and following events and programs of varying sizes.
- Strong organizational skills and ability to manage multiple priorities at once.
- Team player who can work both independently and collaboratively.
- Customer service mindset and ability to interact with members and the public to “troubleshoot” questions or requests.
- Excellent interpersonal skills and ability to serve as a liaison for the Chamber to members and community leaders.
- Outstanding professional writing and oral communication skills.
- Genuine interest and passion for business and community issues within the greater Manchester region.
- Strong proficiency in Microsoft Office Suite products and customer relations management database software.

We offer a creative, exciting, and rewarding environment that provides you a once-in-a-lifetime opportunity to work with the key business and community leaders of New Hampshire. The Chamber offers a competitive salary and compensation package (commensurate with experience), and comprehensive benefits including, paid vacation and personal time, health and dental plan, and 401K.

Want to join our team and be part of something special? Email cover letter, resume, references and salary requirements to GMCCcareers@gmail.com. No phone calls please.