



metrochamber

SACRAMENTO METROPOLITAN  
CHAMBER OF COMMERCE

# Sacramento Metro Chamber

## Digital Communications Coordinator

**Reports to:** Executive Vice President, Operations & Communications  
**F.L.S.A.:** Exempt  
**Last Revised:** 11/1/16

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**Position:** Exciting opportunity to join the Sacramento Metro Chamber's communications department supporting the Metro Chamber and our 1,700 members, the programs of the Metro Chamber Foundation and the Capital Region Small Business Development Center. This position will manage all social media channels for the Metro Chamber, oversee weekly digital newsletter, assist in managing Metro Chamber website and assist in graphic design needs and brand management.

**Specific Responsibilities include but are not limited to:**

- Compile and edit weekly e-newsletter, manage mailing list and design templates as needed.
- Create and distribute member alerts and other communications for all departments.
- Write digital content, news releases and advisories; distribute to media; assist with media outreach
- Develop collateral materials as required for all department needs.
- Draft articles and Chamber op-eds/letters to the editor; work with senior staff to create final draft; distribute to media.
- Assist the VP, Marketing & Communications with media related activities, including but not limited to outreach to media reps, screening and handling of media inquiries.
- Develop social media plan, editorial content and manage digital channels.
- Maintain media clips and logs of media activities and outreach.
- Edit and proof-read outbound Metro Chamber communications.
- Provide graphic design artistry for Metro Chamber events, programs and communication materials including, but not limited to logos, member services collateral, and e-news.
- Other duties as assigned

**Qualifications:**

- Bachelor's degree in journalism, public relations, communications, marketing or related field.
- Two (2) to five (5) years of experience in writing, editing and working on communications campaigns and/or communicating on public affairs issues and managing publications/collateral.
- Strong writing skills and knowledge of AP style
- Working knowledge of Adobe Creative Suite, Microsoft Office and WordPress.
- Familiarity with emerging trends and tools, particularly for online and mobile communications.
- Ability to manage multiple tasks, prioritize projects, take initiative and excel in a fast-paced office
- Enthusiasm and the ability to work with a variety of people as a team player and a self-starter.

**Physical Demands:** May be required to occasionally stand for long hours while assisting with Metro Chamber events. Must be able to lift 20 pounds.

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibility from time to time, as needed.

Interested parties should send a resume and cover letter to Gail Maciel ([gmaciel@metrochamber.org](mailto:gmaciel@metrochamber.org))