



Santa Cruz Area Chamber of Commerce Membership & Community Engagement Coordinator

Position Summary

The Membership & Community Engagement Coordinator plays a key role in strengthening connections between the Chamber and the business community. This position is responsible for supporting membership growth and retention, coordinating Chamber events, and fostering meaningful engagement through programs and partnerships.

A top priority of this role is actively recruiting new members and supporting the success and engagement of existing members.

This position will also serve as the primary coordinator for the Chamber's Ambassador team, ensuring strong communication, engagement, and alignment with Chamber activities.

This role requires a self-starter who demonstrates professionalism in all member and community engagements.

Working closely with the Executive Director, this role is ideal for someone who is highly organized, people-oriented, and energized by building relationships and bringing community initiatives to life.

About Us

Established in 1889, the Santa Cruz County Chamber of Commerce is dedicated to supporting local businesses and advancing a strong, vibrant regional economy. As one of the Central Coast's leading business organizations, we connect, advocate for, and elevate our members.

Key Responsibilities

Membership Support & Development

- Actively support membership recruitment through proactive outreach, relationship-building, and community visibility
 - Assist with member onboarding, renewals, and ongoing engagement efforts
 - Visit and connect with local businesses to promote Chamber membership and programs
 - Respond to member inquiries and provide high-quality, timely support
 - Promote member businesses through Chamber communication channels
 - Maintain and update the member database and directory
 - Support initiatives that enhance member value and retention
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Ambassador Committee Coordination

- Serve as the primary liaison between the Chamber and the Ambassador Committee
 - Schedule and coordinate monthly Ambassador meetings, including in-person gatherings
 - Prepare agendas, track attendance, and monitor participation and engagement
 - Support communication between Ambassadors and Chamber staff to ensure alignment and follow-through
 - Coordinate Ambassador involvement in Chamber events, including sign-ups and volunteer roles
 - Provide ongoing support to ensure Ambassadors are informed, engaged, and effectively representing the Chamber
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Community Representation & Partnerships

- Represent the Chamber at community partner meetings, events, and collaborative initiatives
- Build and maintain positive relationships with local organizations, businesses, and stakeholders
- Serve as a visible and professional ambassador of the Chamber within the community
- Share relevant updates, opportunities, and feedback between community partners and Chamber leadership

- Support the Chamber's role in community-wide efforts, partnerships, and regional initiatives
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Event Coordination & Logistics

- Support the planning and execution of all Chamber-hosted events, including:
 - Monthly Business After Hours mixers and Ribbon Cuttings
 - Quarterly Chamber luncheons
 - Signature annual events such as the Awards Gala, Golf Tournament, and Women in Business Summit
 - Arrange food and beverage service and manage event timelines
 - Assist with event materials and collateral
 - Provide onsite event support, including setup, check-in, and breakdown
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Additional Responsibilities

- Help onboard, coordinate, and support interns as needed
 - Take on other duties as assigned to support the organization's mission
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Qualifications & Skills

- 1–2 years of experience in community engagement, event coordination, administration, customer service, or a related field preferred
 - Strong organizational skills with the ability to manage multiple priorities
 - Excellent written and verbal communication skills
 - Comfortable with outreach, networking, and relationship-building
 - Demonstrated professionalism in all internal and external interactions
 - Strong proactive problem-solving and decision-making skills with the ability to take initiative
 - Proficiency in Google Workspace and Microsoft Office (experience with CRM systems a plus)
 - Positive, proactive attitude and ability to work both independently and collaboratively
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Position Details

- **Schedule:** Part-time, approximately 30 hours per week
 - **Compensation:** \$25 - 28 per hour, depending on experience
 - **Location:** Hybrid, with in-person attendance required for events and meetings throughout Santa Cruz County
 - **Flexibility:** Schedule may vary, including occasional evenings or early mornings for events
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Working Conditions

This role involves a mix of office work and on-site event support. It may require lifting event materials, standing for extended periods during events, and working in a fast-paced, dynamic environment. Reasonable accommodations will be provided as needed.

Equal Opportunity Employment

The Santa Cruz County Chamber of Commerce is an equal opportunity employer and is committed to creating an inclusive environment for all employees and applicants. We do not discriminate on the basis of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, ancestry, age, disability, medical condition, genetic information, marital status, veteran status, or any other status protected by applicable federal, state, or local law.